

TIMBER LAKE CITY BOARD
REGULAR MEETING
SEPTEMBER 7, 2022
6:00 PM
CITY FINANCE OFFICE

- 1) Board President Tom Hermes called the meeting to order at 6:00 PM.
 - Board Present: Tom Hermes, Jess Schlosser, Michael LaCompte, Sandra Koenig, and Brent Biegler
 - Council Absent: None
 - Employees Present: Karla Nordyke and Jerimiah Garon
 - Guests/Others Present: Kathy Nelson and Anne LaCompte

- 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 Forum and Visitors: None

- 5) Approval of Last Meeting Minutes:
LaCompte motioned to approve the minutes of August 9, 2022 with no corrections. Koenig seconded. Motion carried.

- 6) Financial Report:
 - A) Reconciliation Report (August)
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
Board reviewed and discussed the monthly financial report. Koenig motioned to approve the August Cash Flow Report. LaCompte seconded. Motion carried.

	GENERAL FUND	ENTERPRISE FUNDS WATER FUND	SEWER FUND	TOTAL
Beginning Balance (Checking Account) (As of 08/01/2022)	553,798.04	278,923.44	87,706.06	920,427.54
Total Receipts (Income)	58,109.76	13,292.53	7,346.81	78,749.10
Total Expenditures	27,192.81	3,337.96	2,736.78	33,267.55
Ending Balance (Checking Account) (As of 08/31/2022)	584,714.99	288,878.01	92,316.09	965,909.09
Savings Account Balance (As of 08/31/2022)	57,156.74			57,156.74
Cash Value of Certificate of Deposits (As of 08/31/2022)	28,000.00			28,000.00
Petty Cash (As of 08/31/2022)	150.00			150.00
TOTAL FUND BALANCES (As of 08/31/2022)	670,021.73	288,878.01	92,316.09	1,051,215.83

**Daily Ledger Balance (Bank) -- Checking Account
(As of 08/31/2022)** 965,579.42

7) Accounts/Claims Payable:

Koenig motioned to approve the claims presented for payment totaling \$28,639.34 and \$14,374.59 payroll expenses. LaCompte seconded. Motion carried. See Attachment 1.

8) OLD BUSINESS – None

9) NEW BUSINESS

A) Engineering Services: Wastewater Project (IMEG Engineering)

Board reviewed the proposal submitted by IMEG Engineering for engineering services for the Wastewater Utility Improvement Project. The IMEG Proposal is intended to complete the services for survey, design, bidding, and construction administration of the cleaning and televising. It is understood any additional improvements would be covered under separate engineering agreement. Hermes motioned to approve the IMEG Engineering Proposal at a cost of \$18,400. Biegler seconded. Motion carried. This expense is a covered expense by project funding.

B) Ordinance #2022-08-01: Fireworks (Second Reading)

The Board reviewed and further discussed Ordinance #2022-08-01, which amends the municipal code set of Chapter 5, Section 5.0401, entitled Fireworks Allowed. The Board discussed the times allowed; especially for Sunday through Thursday. After discussion, the Board agreed the Ordinance, as written, serves the City's needs. Biegler motioned to approve and adopt Ordinance #2022-08-01 on its second reading. Koenig seconded. Motion carried.

C) Resolution #2022-09-01: Dissolve Local Board of Equalization

The Board reviewed and discussed Resolution #2022-09-01. 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 #2022-09-01, 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. Hermes motioned to approve Resolution #2022-09-01. Koenig seconded. Motion carried.

D) Ordinance #2022-09-01: 2023 Appropriations Ordinance (First Reading)

The Board reviewed the ordinance planning worksheet and discussed the City's budget plan for 2023. It was agreed the budget plan serves the City's foreseeable needs. Koenig motioned to approve Ordinance #2022-09-01. LaCompte seconded. Motion carried by roll call vote (Koenig-yes; LaCompte-yes; Schlosser-yes; Biegler-yes; Hermes-yes). The required second reading and adoption is tentatively scheduled for Monday, September 26, 2022 at 6:00 PM.

10) Department Reports:

A) Custodial (Char Boysen)

Char did not have anything to report. Karla reported she is still working with the vendor for replacement of the divider between the meeting room and gymnasium areas.

B) Maintenance (Jerimiah Garon)

- i) Streets: Jerimiah acknowledges the streets need attention. He needs rain before blading can occur. He will be filling holes in the near future. He and the Board also discussed the sign project recently completed. There is one sign that needs moved and Jerimiah will be moving it in the near future. It was agreed that he will likely identify additional signs that need moved to promote snow removal and general street maintenance; those signs will be moved in the spring.
- ii) Water: Jerimiah reported the water system is functioning properly. He is planning to flush hydrants on September 20 and 21. Jerimiah also shared Maguire Iron's water tank inspection report. Maguire Iron completed a routine inspection of the water tower on September 21, 2021; the inspection report was recently received.
- iii) Sewer: Jerimiah reported the lift stations were routinely inspected last week. The inspectors recommend one impeller at the main lift station be replaced. He presented a quote (#8679) from Dakota Pump & Control. Discussion occurred. Biegler motioned to accept the quote and replace the impeller at a cost of \$2,220. Koenig seconded. Motion carried. Jerimiah also reported there was a manhole cover broken during the Days of 1910. It fell into the main. The Dakota Pump & Control technicians were able to retrieve it and the cover has been replaced with a temporary cover.
- iv) Landfill: Jerimiah reported the landfill operation and maintenance is going well. He said he has located a scrap metal vendor whom he will be using soon.
- v) Park: Jerimiah reported the Park inspections and operation are going well. He is cleaning and mowing as needed. He plans to have the bathroom vaults vacuum-cleaned in the near future.
- vi) Other Matters
 - (1) Skid Steer Equipment Quotes: Jerimiah presented his wanted and needed specifications for a skid steer. He requested the Board's approval to advertise for vendor bids. Discussion occurred. The Board directed Jerimiah to draft a bid notice which includes specifications. Jerimiah will present this document at the special meeting tentatively scheduled for September 26, 2022.
 - (2) Holiday Light Replacements: Jerimiah reported there are two holiday lights that need replaced. Discussion occurred. He said he might be able to replace the lights on the decoration and get by for another year. He also mentioned he included funds in the 2023 budget plan to replace a couple of decorations. The Board agreed it is best to wait on this expenditure.
 - (3) Advertise Full time Position: Jerimiah presented his need for a full-time technician in the maintenance department. Much discussion occurred. He and

the Board reviewed the job description and agreed on a few minor edits. Koenig motioned to advertise the position locally. Hermes seconded. Motion carried.

C) Law Enforcement Activity Report (Sheriff Arpan):

Sheriff Arpan presented the law enforcement report for the months of June, July, and August. Sheriff Arpan reports the following activities provided to Timber Lake: June (48); July (67); and August (91). Time and miles were not reported. Activities involve calls for service, traffic stops, citizen contacts, business contacts, arrests, citations, and warnings. Sheriff Arpan also discussed school patrolling with the Board. He explained why his department has not been regularly patrolling the school and he assured the Board he will schedule his deputies to do so. He will add this activity to his monthly report, as well.

D) Finance (Karla Nordyke)

Karla discussed the following matters with the Board.

- i) Service Rates and Charges: Further discussion was held regarding the rates and charges for services. Landfill fees – Hermes motioned to add a fee for a trailer load of rubble and to change rubble material fees as follows: pickup load remains \$20, trailer load (minimum 4' x 8') is \$40, and a truck load is \$60. Schlosser seconded. Motion carried. The Board agreed to inactivate the fees for annual liquor license renewals because the city does not utilize this charge. Schlosser motioned to no longer allow sewage disposal at a manhole. Hermes seconded. Motion carried. This action inactivates the manhole dumping fee. The Board directed Jeremiah and Karla to notice the primary user and allow them 30-days to locate another dumping site.
- ii) Insurance Claim and Status: Karla reported the status of the insurance claim submitted in July. The vehicular damage part of the claim is settled in the amount of \$739.04 with the deductible being applied to shared building/property claim. Karla also reported the office has not yet received the adjustor's report on the building/property claim. She will continue to follow-up on this matter.
- iii) Auto-Supplement 2022 Budget: Karla reported the insurance claim payment for vehicular damage has been received and deposited. Karla requested the Board's authority to auto-supplement the 2022 budget as follows:

Revenue	101-391-04	Loss of Property (Insurance)	\$739.04
Expenses	430-431.1-425.2	Maintenance: Street Equipment	\$739.04

Hermes motioned to auto-supplement the 2022 budget as above. Schlosser seconded. Motion carried.
- iv) Insurance Renewal and Update (SDPPA): The Board reviewed and discussed the 2022 Anniversary Rating Supplement document from the SD Public Assurance Alliance. It was agreed no changes are needed to adequately provide insurance coverages. The Board directed Karla to submit the insurance renewal.

- v) Project(s) Funding and Next Steps (Update): Karla provided a detailed work-in-progress tracking document developed to track steps involved with each the water and sewer infrastructure improvement projects.
- vi) Delinquent Accounts: Karla reported the following information regarding customer accounts.
 - (1) Late Payment Charges & Disconnect Warnings (31-60 days past due) – 3 accounts were assessed a \$10 late payment charge and 14 accounts were assessed a \$10.00 late payment charge and provided a disconnection warning.
 - (2) Disconnections – 4 service disconnections are scheduled.
 - (3) Due Process Notice(s) – No customer received a first notice. No customers received a second notice. No customers received a final notice.
 - (4) Financial Arrangements – 3 accounts have an approved financial arrangement. 2 accounts are in compliance and the other customer is noncompliant.
 - (5) Legal Action Status – 1 account remains referred to CRST Small Claims Court and 1 account remain referred to CRST Civil Claims Court. No change.
 - (6) Delinquent Account Status (61+ days past due) -- Overall, the delinquent account balance total shows a decrease from last month (\$846.68).
 - (7) Uncollectable Debt and Board Write-Off: Schlosser motioned to deem one account uncollectable and write-off the balance of \$30.20. Biegler seconded. Motion carried.

11) Schedule Next Meeting:

The Board has scheduled a special meeting for Monday, September 26, 2022 at 6:00 PM, in the City Finance Office. The agenda matters will include a) 2023 Appropriations Ordinance – Second Reading; and b) Notice of Bid for Skid Steer document approval.

The next regularly scheduled meeting is set for Wednesday, October 5, 2022 its regularly scheduled time and place.

12) Adjourn:

At 8:04 PM, Koenig motioned the meeting be adjourned. Hermes seconded. Motion carried.



APPROVED: Tom Hermes
Tom Hermes, Board President

Karla Nordyke
Karla Nordyke, City Finance Officer

Recorded: September 9, 2022

Published: September 15, 2022

Published at an approximate cost of _____

CITY OF TIMBER LAKE
 ACCOUNTS/CLAIMS PAYABLE: AUGUST 2022

APPROVED: SEPTEMBER 7, 2022

GENERAL GOVERNMENT

Postalis	400.00	Already Paid: 8/16/22; EFT	Postage
SD Dept of Revenue	289.56	Already Paid: 08/16/22; EFT	Sales Tax Liability (July)
SD Retirement System	562.74	Already Paid: 08/25/22; Check #31728	Employee Benefits: Retirement (Payroll Liabilities & Employer Match)
VISA	116.81	Already Paid: 08/25/22; Check #31722	Office Supplies: Microsoft & Adobe; Floor Scrubber Maintenance; Library
US Treasury (Internal Revenue Service)	1,139.89	Already Paid: 08/25/22; EFT	Payroll Liabilities & Employer Payroll Taxes (August)
A&B Business Solutions	115.97		Printer Maintenance (August)
American Solutions for Business	193.25		Office Supplies
CRST Telephone Authority	146.90		Internet
Century Link	211.95		Telephone & Fax Lines
Dewey County Treasurer	5,000.00		Law Enforcement Services (September)
G&O Paper and Supplies	165.40		Cleaning Supplies
Health Pool of SD	1,434.54		Employee Benefits: Health & Life Insurance & Payroll Liabilities
Mobridge Gas	378.00		Propane: Community Center
Moreau Grand Electric Coop.	624.29		Electricity: Community Center, Fire Hall
Penfield Law	300.00		Legal Services (August)
Servall Uniform & Linen Supply	287.17		Mats & Mops & Linens
TimberLake Topic	241.52		Publishing (August)
	<u>11,607.99</u>		

STREETS/PARKS/LANDFILL

SD Retirement System	180.89	Already Paid: 08/25/22; Check #31728	Employee Benefits: Retirement (Payroll Liabilities & Employer Match) 40%
VISA	630.78	Already Paid: 08/25/22; Check #31722	Street Sweeper; Fuel
US Treasury (Internal Revenue Service)	369.39	Already Paid: 08/25/22; EFT	Payroll Liabilities & Employer Payroll Taxes (August) 40%
AT&T Mobility	35.80		iPad Connectivity (40%)
Biegler Equipment	502.44		Supplies, Tools, Equipment Maintenance
Biegler's Timber Lake Service	63.29		Fuel: General Maintenance (40%) (August)
Country Market	2.65		Bleach
Health Pool of SD	312.87		Employee Benefits: Health & Life Insurance (40%)
Heartland Waste Management	4,380.00		Garbage Collection (August)
Mobridge Gas	151.20		Propane: City Shop
Moreau Grand Electric Coop.	1,227.71		Electricity: Airport, City Shop, Street Lights, Camper Site
Quinn's Auto Repair	739.04		Vehicle Maintenance: Windshields (Ford Pickup & Dump Truck
South Dakota 811	85.12		Locate Fees (June, July, August)
Western Dakota Bank	1,605.35		Loan Payment #21/60 (Blade): Principal (1,403.63) & Interest (201.72)
	<u>10,286.53</u>		

WATER/SEWER

SD Retirement System	271.33	Already Paid: 08/25/22; Check #31728	Employee Benefits: Retirement (Payroll Liabilities & Employer Match) 60%
US Treasury (Internal Revenue Service)	554.09	Already Paid: 08/25/22; EFT	Payroll Liabilities & Employer Payroll Taxes (August) 40%
AT&T Mobility	53.70		iPad Connectivity (60%)
Air Kraft Spraying	300.00		Lagoon Maintenance: Aquatic Safe Weed Treatment
American Legion	333.12		Refund Credit Balance on Account
Biegler Equipment	64.06		General Supplies & Maintenance
Biegler's Timber Lake Service	94.94		Fuel: General Maintenance (60%) (August)
Dakota Supply Group	293.06		Curb-box Repair Kit
Hawkins	1,805.94		Water Treatment Chemical
Health Pool of SD	469.31		Employee Benefits: Health & Life Insurance (60%)
Maquire Iron	1,683.00		Water Tower Inspection
Moreau Grand Electric Coop.	714.36		Electricity: Well Houses & Lift Stations
ND Dept of Health - Public Health Lab	16.00		Water Analysis
SD Public Health Lab	56.00		Water Analysis (Nitrates)
Timber Lake Topic	35.91		Publishing (CATEX)
	<u>6,744.82</u>		

Grand Total

28,639.34

PAYROLL & BENEFITS SUMMARY -- BY DEPARTMENT

August 2022

	Board		Board President	Financial Administration		General Government	Streets, Parks, Landfill		Water	Sewer	Total
	Trustees	0.00		0.00	4,264.90		595.72	1,687.57			
Gross Pay	0.00	0.00	0.00	4,264.90	595.72	1,687.57	1,265.68	1,265.68	1,265.68	9,079.55	
SD Retirement System											
Employee Contribution	0.00	0.00	0.00	255.89	25.48	90.44	67.83	67.83	67.83	507.48	
Employer Contribution	0.00	0.00	0.00	255.89	25.48	90.44	67.83	67.83	67.83	507.48	
Federal Tax Withholding											
Employee Contribution	0.00	0.00	0.00	317.00	79.23	111.20	83.40	83.40	83.40	674.23	
Employer Contribution	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Social Security Tax Withholding											
Employee Contribution	0.00	0.00	0.00	264.42	36.93	104.62	78.47	78.47	78.47	562.91	
Employer Contribution	0.00	0.00	0.00	264.42	36.93	104.62	78.47	78.47	78.47	562.91	
Medicare Tax											
Employee Contribution	0.00	0.00	0.00	61.84	8.64	24.47	18.35	18.35	18.35	131.66	
Employer Contribution	0.00	0.00	0.00	61.84	8.64	24.47	18.35	18.35	18.35	131.66	
Medical & Life Insurance											
Employee Contribution	0.00	0.00	0.00	652.36	0.00	0.00	0.00	0.00	0.00	652.36	
Employer Contribution	0.00	0.00	0.00	782.18	0.00	312.87	234.65	234.65	234.65	1,564.35	
SD Reemployment Assistance Tax (Employer)											
Workers' Compensation Insurance (Employer)											
Other Payroll Liabilities (Employee)											
	0.00	0.00	0.00	7,180.74	817.05	2,550.72	1,913.04	1,913.04	1,913.04	14,374.59	