

TIMBER LAKE CITY BOARD  
REGULAR MEETING  
APRIL 11, 2022  
6:00 PM  
CITY FINANCE OFFICE

- 1) Board President Tom Hermes called the meeting to order at 6:05 PM.
  - Board Present: Tom Hermes, Jess Schlosser, Michael LaCompte, Sandra Koenig, and Brent Biegler
  - Board Absent: None
  - Employees Present: Karla Nordyke and Jerimiah Garon
  - Guests/Others Present: Kathy Nelson, Barb Gross, and Ann 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:  
Schlosser motioned to approve the agenda with no changes. Koenig seconded. Motion carried.
- 4) Public Forum and Visitors: None
- 5) Approval of Last Meeting Minutes:  
Koenig motioned to approve the minutes of March 7, 2022 and March 22, 202, each with no corrections. Schlosser seconded. Motion carried.
- 6) Financial Report:
  - A) Reconciliation Report: Checking Account (March)  
Board reviewed and discussed the reconciliation summary, detail, and bank statement for the City's checking account for the month of March.
  - B) Reconciliation Report: Savings Account (First Quarter 2022)  
Board reviewed and discussed the reconciliation summary, detail, and bank statement for the City's savings account for the months of January, February, and March.
  - C) Cash Flow Report  
Council reviewed and discussed the monthly financial report. Schlosser motioned to approve the March Cash Flow Report. Biegler seconded. Motion carried.

	GENERAL FUND	ENTERPRISE FUNDS WATER FUND	SEWER FUND	TOTAL
<b>Beginning Balance (Checking Account) (As of 03/01/2022)</b>	491,516.22	232,806.04	77,908.78	802,231.04
<b>Total Receipts (Income)</b>	56,286.37	12,548.63	7,044.30	75,879.30
<b>Total Expenditures</b>	37,730.96	3,049.12	2,395.22	43,175.30
<b>Ending Balance (Checking Account) (As of 03/31/2022)</b>	510,071.63	242,305.55	82,557.86	834,935.04
<b>Savings Account Balance (As of 03/31/2022)</b>	57,142.50			57,142.50
<b>Cash Value of Certificate of Deposits (As of 03/31/2022)</b>	28,000.00			28,000.00
<b>Petty Cash (As of 03/31/2022)</b>	150.00			150.00
<b>TOTAL FUND BALANCES (As of 03/31/2022)</b>	595,364.13	242,305.55	82,557.86	920,227.54

**Daily Ledger Balance (Bank) -- Checking Account  
(As of 03/31/2022)** 835,223.32

D) Quarterly Reports (January, February, and March 2022)

- i) Top 10 Revenue & Expense Accounts: Board reviewed the top 10 revenue and top 10 expense accounts for the first quarter of 2022 as compared to the first quarter of 2021. There were no unexpected outcomes.

- ii) Fund Balance Trends Report: Board reviewed the first quarter-end fund balances for the Water and Sewer enterprise funds. Board also reviewed the first quarter-end fund balances for the Community Center, Solid Waste/Garbage Collection, and the Landfill/Restricted Use Site General fund accounts. There were no unexpected outcomes.
- iii) Taxable Sales: Board reviewed the SD Department of Revenue statistics showing taxable sales subject to the city tax rate for the months of January and February, 2022. There were no unexpected outcomes.
- iv) Budget versus Actual Comparison Report: No report made available; matter deferred to the next meeting.

7) Accounts/Claims Payable:

Schlosser motioned to approve the claims presented for payment totaling \$38,706.12 and \$13,200.05 payroll expenses. Koenig seconded. Motion carried. See Attachment 1.

8) OLD BUSINESS – None

9) NEW BUSINESS

A) Building Permit (Joel Schweitzer)

The Board reviewed and discussed a New Construction & Improvements – Building Permit submitted by Joel Schweitzer. Schweitzer applied to construct a cement driveway on property located at 712 F Street on Block 23 Lots 11 and 12. It is noted there are no right-of-way encroachment concerns. Koenig 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.

B) Personnel Policy: Smoking and Vaping

The Board reviewed the draft policy language and the City Attorney's comments in regard to the policy language. Koenig motioned to revise the personnel policy regarding smoking and vaping of tobacco and (now) medical marijuana products. Schlosser seconded. Motion carried.

C) Personnel Policy: Drug and Alcohol

The Board reviewed the draft policy language and the City Attorney's comments in regard to the policy language. Schlosser motioned to revise the personnel policy regarding drug (now including medical marijuana) and alcohol possession, use, distribution, dispensation, sale or manufacture. Biegler seconded. Motion carried.

10) Department Reports:

A) Custodial (Karen Kraft)

The Board reviewed and discussed Karen Kraft's letter of resignation, dated April 1, 2022. Karen's last day is April 15, 2022. Koenig motioned to accept Karen's resignation. LaCompte seconded. Motion carried. Additional discussion occurred. Koenig motioned to advertise the vacant position per the current job description. Schlosser seconded. Motion carried.

B) Maintenance (Jerimiah Garon)

Jerimiah reported he has installed the new toilet vaults in the City Park restrooms. He is happy with the improvement. He also reported he has inspected all the generators in preparation for the predicted storm. Jerimiah further reported and discussed the following matters with the Board.

i) Streets: Jerimiah reported Norman has been blading when he can. They have also filled a few potholes.

ii) Water: Jerimiah reported he drained the water tower in preparation to flush hydrants this week. He also said he may need to postpone this maintenance due to projected inclement weather.

(1) Quality Drinking Water Report (2021) – The Board reviewed and discussed the SD Department of Agriculture and Natural Resources Drinking Water Program's 2021 Quality Drinking Water Report. Schlosser motioned to accept the Report, as written. LaCompte seconded. Motion carried.

iii) Sewer: Jerimiah reported the trash basket has been installed at the south lift-station and it is serving its purpose. Prior to the installation, he needed to change a propellor due to debris. He has not had an issue after the basket has been installed. Schlosser inquired about the City's receipt of a quote from A-1 Sewer and Drain to clean and televise sewer mains. Nordyke said she will follow-up on this matter; one has not yet been received.

(1) Wastewater Conference Registration and Travel – Jerimiah requested the Board's approval to attend a wastewater conference, in Rapid City, on April 20-21. After discussion, Schlosser motioned Jerimiah be approved for conference registration and travel per diem costs, including lodging. Koenig seconded. Motion carried.

iv) Landfill: Jerimiah reported someone has shot holes in the signs; he is trying to determine who is responsible.

(1) Spring Community Clean-Up Day – Barb Gross presented a plan for a City-wide clean up day. She requests the Board consider a weekend, before graduation; she proposed April 30 (Saturday). Barb further explained the community can place unwanted items curb-side on April 29. Other members of the community can take these items at no cost. On April 30, all items left curbside will be picked up and disposed of appropriately. Kathy Nelson also reported Biegler Equipment

is willing to take tires and batteries to assist. Discussion occurred. The Board agreed to the plan and will have the restricted use site open at no charge; except tire disposal. Gross and Nelson agreed to coordinate this community event.

- (2) Tire Removal – Jerimiah reported he has been communicating with a salvage company in Bismarck who has quoted removing tires from the landfill at a cost of \$220 per ton. Approximately 15-18 ton can fit on a truck load. Jerimiah reported the 2022 budget allows \$10,000 for tire removal. Discussion occurred. Schlosser motioned to remove tires, at a maximum cost of \$10,000. Biegler seconded. Motion seconded.

- v) Quarterly Reports (1<sup>st</sup> Quarter 2022): The Board reviewed the Maintenance Department’s quarterly reports for the months of January, February, and March, 2022. Reports include: Water Consumption and Loss Ratio; Well-House Inspection Logs; Lift Station Inspection Logs; and Lagoon Inspection Logs.

C) Law Enforcement Activity Report (Sheriff Assman)

No report. No discussion.

D) Finance (Karla Nordyke)

Karla reported and discussed the following matters with the Board.

- i) Grant Applications – Update: Karla reported the City’s applications for the wastewater improvement project have been submitted to the Governor’s Office (Community Development Block Grant) and to the SD Department of Agriculture and Natural Resources. The City expects to know funding outcomes in July. Karla also reported the City’s application for its water system improvement project is on the SD-DANR’s Board of Water and Natural Resources April 12-13 agenda for discussion. She intends to listen to the Board’s meeting and the City Engineer also intends to be active on the meeting and will speak to the Board on the City’s behalf.
- ii) Delinquent Accounts -- Karla reported the following information regarding customer accounts.
- (1) Late Payment Charges & Disconnect Warnings (31-60 days past due) – 6 accounts were assessed a \$10 late payment charge and 7 accounts were assessed a \$10.00 late payment charge and provided a disconnection warning.
- (2) Disconnections – 1 service disconnection occurred.
- (3) Due Process Notice(s) – No customers received a first notice. Two customers received a second notice; one has paid account balance in full. No customers received a final notice.
- (4) Financial Arrangements – 3 accounts have an approved financial arrangement. All customers are in compliance.
- (5) Legal Action Status – 1 account remains referred to CRST Small Claims Court (1 account balance was paid in full) and 2 accounts remain referred to CRST Civil Claims Court (no change).

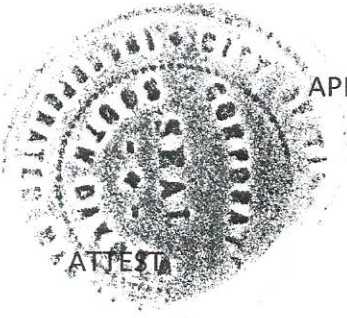
(6) Delinquent Account Status (61+ days past due) -- Overall, the delinquent account balance total shows a slight increase from last month (\$109.31).

11) Schedule Next Meeting:

The next regularly scheduled meeting is set for Tuesday, May 10, 2022, 6:00 PM, in the City Finance Office.

12) Adjourn:

At 7:00 PM, Schlosser motioned the meeting be adjourned. Koenig seconded. Motion carried.



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

*Tom Hermes*

Tom Hermes, Board President

*Karla Nordyke*

Karla Nordyke, City Finance Officer

Recorded: April 13, 2022

Published: April 21, 2022

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

CITY OF TIMBER LAKE  
 ACCOUNTS/CLAIMS PAYABLE: MARCH 2022

APPROVED: APRIL 11, 2022

**GENERAL GOVERNMENT**

Menards: Pierre	1,600.83	Already Paid: 03/09/22; Check #31524	Community Center: Flooring
SD Dept of Revenue	290.83	Already Paid: 03/17/22; EFT	Sales Tax Liability (February)
SD Retirement System	497.48	Already Paid: 03/25/22; Check #31531	Employee Benefits: Retirement (Payroll Liabilities & Employer Match)
US Treasury (Internal Revenue Service)	901.46	Already Paid: 03/25/22; EFT	Payroll Liabilities & Employer Payroll Taxes (March)
VISA	(151.23)	Already Paid: 03/25/22; Check #31532	Office Supplies: Microsoft & Adobe Software; VIPRE Overpayment Refund Publishing (March)
Timber Lake Topic	504.74		Legal Services (March)
Penfield Law	300.00		Law Enforcement Services (April)
Dewey County Treasurer	5,000.00		Employee Benefits: Health & Life Insurance & Payroll Liabilities
Health Pool of SD	1,434.54		Annual Membership Dues
American Governmental Accountants	110.00		Printer Maintenance (March)
A&B Business Solutions	63.52		Office Supplies
American Solutions for Business	176.65		Postage Meter & Scale Rental (2nd Quarter 2022)
FP Mailing Solutions	81.90		Cloud Fees
ELO Prof. LLC	210.00		Floor Cleaning Supplies
Lawson Products	735.45		Mileage: Grant Documents to Pierre (1-way)
Karla NurdYke	56.28		Cell Phone Reimbursement (1st Quarter 2022)
Karla NurdYke	90.00		Pop Machine Inventory
Coca Cola Bottling High Country	77.50		Telephone & Fax Lines
Century Link	203.99		Electricity: Community Center, Fire Hall
Moreau Grand Electric Coop.	815.24		Internet
CRST Telephone Authority	146.90		Propane: Community Center
Mobridge Gas	1,608.39		Toilet Rebuild Kits
Dakota Supply Group	115.76		Community Center: Cabinet Materials
Menards: Rapid City	20.32		Community Center: Offices (LED Lights); 1/2 mile
Dakota Foam and Electric	760.17		Community Center: Ambulance Shed (Electrical Upgrade); 1/2-mileage
Dakota Foam and Electric	946.47		Community Center: Kitchen & Storage
Biegler Equipment	239.97		Mats & Mops & Linens
Servall Uniform & Linen Supply	375.72		
	<u>17,212.88</u>		

**STREETS/PARKS/LANDFILL**

SD Retirement System	154.26	Already Paid: 03/25/22; Check #31531	Employee Benefits: Retirement (Payroll Liabilities & Employer Match) 40%
US Treasury (Internal Revenue Service)	334.78	Already Paid: 03/25/22; EFT	Payroll Liabilities & Employer Payroll Taxes (March) 40%
Western Dakota Bank	1,605.35		Loan Payment #16/60 (Blade): Principal (1,380.25) & Interest (225.10)
Health Pool of SD	312.87		Employee Benefits: Health & Life Insurance (40%)
Moreau Grand Electric Coop.	1,526.67		Electricity: Airport, Fire hall, City Shop, Street Lights, Camper Site
Mobridge Gas	740.20		Propane: City Shop
AT&T Mobility	33.40		iPad Connectivity (40%)
Biegler: Timber Lake Service	172.44		Fuel (February & March)
Biegler Equipment	655.85		Supplies, Tools, Equipment & City Shop Maintenance; Landfill Supplies
Jermiah Garon	36.00		Cell Phone Reimbursement (1st Quarter 2022) 40%
Heartland Waste Management	4,380.00		Garbage Collection (March)
	<u>9,951.82</u>		

**WATER/SEWER**

SD Retirement System	231.40	Already Paid: 03/25/22; Check #31531	Employee Benefits: Retirement (Payroll Liabilities & Employer Match) 60%
US Treasury (Internal Revenue Service)	502.16	Already Paid: 03/25/22; EFT	Payroll Liabilities & Employer Payroll Taxes (March) 60%
VISA	173.90	Already Paid: 03/25/22; Check #31532	Travel/Lodging/Fuel, Sample Shipping
Health Pool of SD	469.31		Employee Benefits: Health & Life Insurance (60%)
Moreau Grand Electric Coop.	958.70		Electricity: Well Houses & Lift Stations
AT&T Mobility	50.10		iPad Connectivity (60%)
Jermiah Garon	54.00		Cell Phone Reimbursement (1st Quarter 2022) 60%
SD Association of Rural Water Systems	385.00		Annual Membership Dues
Biegler: Timber Lake Service	258.66		Fuel (February & March)
ND Dept of Health	16.00		Water Analysis
Dakota Supply Group	197.41		Saddles
Milbam Winwater Works	955.93		Meter (2")
Dakota Pump & Control	6,487.02		South Lift Station: Trash Basket & Pump Maintenance
Biegler Equipment	631.83		South Lift Station: Trash Basket
SD-DANR	60.00		Certification Exam Fee: Wastewater Collection
SD Wastewater Association	110.00		Conference Registration
	<u>11,541.42</u>		

Grand Total

38,706.12

PAYROLL & BENEFITS SUMMARY -- BY DEPARTMENT  
March 2022

	Board		Board President	Financial Administration		General Government	Streets, Parks, Landfill		Water	Sewer	Total
	Trustees	0.00		0.00	3,610.75		692.72	1,623.33			
Gross Pay	0.00	0.00	0.00	3,610.75	692.72	1,623.33	1,217.50	1,217.50	1,217.50	8,361.80	
SD Retirement System											
Employee Contribution	0.00	0.00	0.00	216.65	32.09	77.13	57.85	57.85	57.85	441.57	
Employer Contribution	0.00	0.00	0.00	216.65	32.09	77.13	57.85	57.85	57.85	441.57	
Federal Tax Withholding											
Employee Contribution	0.00	0.00	0.00	243.00	0.00	86.40	64.80	64.80	64.80	459.00	
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	223.87	42.95	100.65	75.49	75.49	75.49	518.44	
Employer Contribution	0.00	0.00	0.00	223.87	42.95	100.65	75.49	75.49	75.49	518.44	
Medicare Tax											
Employee Contribution	0.00	0.00	0.00	52.36	10.05	23.54	17.66	17.66	17.66	121.26	
Employer Contribution	0.00	0.00	0.00	52.36	10.05	23.54	17.66	17.66	17.66	121.26	
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0.00	0.00	6,274.05	862.90	2,425.24	1,818.93	1,818.93	1,818.93	13,200.05	