

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

- 1) Board President Tom Hermes opened the meeting with a moment of silence to show respect to Ukraine and then called the meeting to order at 6:00 PM.
  - Board Present: Tom Hermes, Jess Schlosser, Michael LaCompte, and Sandra Koenig
  - Board Absent: Lilian Linnea-Turcotte
  - Employees Present: Jerimiah Garon, Karla Nordyke, Karen Kraft, and Norman Hieb
  - Guests/Others Present: Kathy Nelson and Brent Biegler
  
- 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 two additions: 4.A.) Trustee Resignation and 4.B.) Appointment and Oath of Office. Koenig seconded. Motion carried.
  
- 4) Board of Trustee Positions
  - A) Resignation of Trustee  
The Board received a written resignation letter from Lilian Linnea-Turcotte, effective immediately. Schlosser motioned to accept Lilian's resignation. Koenig seconded. Motion carried.
  - B) Appointment to Vacant Trustee Position and Oath of Office  
Brent Biegler, who filed a valid petition for a two (2)-year elected Trustee Position, was present at the meeting. Hermes nominated Biegler to fill the vacant position for the months of March, April, and May. Biegler accepted the nomination. Schlosser motioned to appoint Biegler to the City Board. Koenig seconded. Motion carried. Biegler solemnly swore to support the Constitution of the United States and the Constitution of the State of South Dakota and to faithfully discharge the duties of Trustee for the City of Timber Lake. Signed and sealed oath is on file in the Finance Office.
  
- 5) Public Forum and Visitors: None

6) Approval of Last Meeting Minutes:

Schlosser motioned to approve the minutes of February 7, 2022 with no corrections.  
Koenig seconded. Motion carried.

7) Financial Report:

A) Reconciliation Report (February)

The Board reviewed and discussed the reconciliation summary, detail, and bank statement for the City’s checking account for the month of February.

B) Cash Flow Report

The Board reviewed and discussed the monthly financial report. Koenig motioned to approve the February Cash Flow Report. LaCompte seconded. Motion carried.

	<b>GENERAL FUND</b>	<b>ENTERPRISE FUNDS WATER FUND</b>	<b>SEWER FUND</b>	<b>TOTAL</b>
<b>Beginning Balance (Checking Account) (As of 02/01/2022)</b>	482,047.76	218,555.46	83,742.92	784,346.14
<b>Total Receipts (Income)</b>	35,645.36	10,708.17	6,856.04	53,209.57
<b>Total Expenditures</b>	29,974.68	2,920.44	2,429.55	35,324.67
<b>Ending Balance (Checking Account) (As of 02/28/2022)</b>	487,718.44	226,343.19	88,169.41	802,231.04
<b>Savings Account Balance (As of 02/28/2022)</b>	57,128.41			57,128.41
<b>Cash Value of Certificate of Deposits (As of 02/28/2022)</b>	28,000.00			28,000.00
<b>Petty Cash (As of 02/28/2022)</b>	150.00			150.00
<b>TOTAL FUND BALANCES (As of 02/28/2022)</b>	572,996.85	226,343.19	88,169.41	887,509.45

**Daily Ledger Balance (Bank) -- Checking Account  
(As of 02/28/2022)**

803,785.55

8) Accounts/Claims Payable:

Schlosser motioned to approve the claims presented for payment totaling \$37,801.87 and \$14,148.47 payroll expenses. Schlosser seconded. Motion carried. See Attachment 1.

9) OLD BUSINESS: None

10) NEW BUSINESS

A) Building Permit (Timber Lake School District #20-3)

The Board reviewed and discussed a New Construction & Improvements – Building Permit submitted by Dan Martin, Superintendent of Timber Lake School District #20-3. The School applied to move the southern playground fence out ten (10)-feet on their property located on Block 45 Lots 6 and 7. It is noted the right-of-way easement has been identified by a surveyor and there is no encroachment. Schlosser 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) Employee Policies: Drug, Alcohol, and Tobacco Usage

Upon the advice of City Attorney, Shane Penfield, the Board reviewed and discussed the current employee policies regarding drug, alcohol, and tobacco usage. The current policy language needs updated because medical marijuana is now legal. The Board also reviewed and discussed the sample policy language provided by the SD Public Assurance Alliance. Schlosser motioned to select Smoking (Option 1) language and Drug/Alcohol (Option 1 – edited) language. Koenig seconded. Motion carried. The Board directed Nordyke to receive Penfield's input and to have this matter on the next agenda for further discussion and policy revision.

C) Juneteenth (June 19) – New Federal, State, County Holiday (Revise Policy #PER-104)

The Board discussed whether or not to provide City employees with a paid Holiday in recognition of Emancipation Day, also known as Juneteenth. Schlosser motioned to approve June 19 as a paid Holiday for City employees. Koenig seconded. Motion carried.

11) Department Reports:

A) Custodial (Karen Kraft)

Karen discussed the following matters with the Board.

- i) Policy, Usage Agreement, and User Cleaning Responsibilities (Update): Karen reported she and Karla have revised the Community Center usage policy, users' agreement, and cleaning responsibilities. Further discussion occurred regarding the cleaning deposit. Koenig motioned the City require a cleaning deposit paid, in advance of the scheduled event, at the following rates. Schlosser seconded. Motion carried.

(1) Kitchen (alone)	\$50
(2) Meeting Room (alone)	\$50
(3) Kitchen and Meeting Room (together)	\$100
(4) Gymnasium (alone)	\$100
(5) Whole Building	\$200.

- ii) Office Flooring: The Board reviewed sample laminate flooring and discussed the best option for use in the offices. New flooring is planned in the two offices which consist of approximately 900 square feet. The Board directed Jerimiah to order the selected flooring at a cost of \$3.99 per square foot, or an approximate total of \$3,591. Discussion also occurred about the coordination of flooring and the installation of new office furniture. Karla said she would discuss with vendor about a date after April 1. It was agreed that the coordinated activity will minimize the days the Finance Office will need to be closed.

B) Maintenance (Jerimiah Garon)

Jerimiah discussed the following matters with the Board.

- i) Streets: No report. No discussion.
- ii) Water: Jerimiah reported the water system is operating efficiently and effectively. He did discuss the electrical circuitry at Well #2; it appears to be inconsistent. He intends to monitor it and will have an electrician look at it in the near future.
- iii) Sewer: Jerimiah reported he recently wrote the wastewater collection certification exam; he should know the results within a week. He has installed the basket and crank lift at the south lift-station.
- iv) Landfill: Jerimiah reported the landfill is being managed effectively. He has had no issues.

C) Law Enforcement Activity Report (Sheriff Assman):

The Board reviewed the Dewey County Sheriff's Office law enforcement report for the months of January and February. Sheriff Assman reports the following services provided to Timber Lake (January): total records of 73; total time of 242.10 hours; and total miles of 1,133. Sheriff Assman reports the following services provided to Timber Lake (February): total records of 17; total time of 24 hours; and total miles of 0. Activities involve calls for service, traffic stops, citizen contacts, business contacts, arrests, citations, and warnings.

D) Finance (Karla Nordyke)

Karla discussed the following matters with the Board.

i) Auto-Supplement 2022 Budget

(1) Compensation for Loss or Damage to Capital Assets: Karla reported \$21,491.49 has been received from Claims Associates and deposited. This payment is for depreciation on governmental capital assets (buildings and structures). Karla requested the Board auto-supplement the 2022 budget. Hermes motioned the 2022 Budget Ordinance be auto-supplemented as shown below. Schlosser seconded. Motion carried.

Fund	Revenue Account	Expense Amount	Expense Account
General	\$21,491.49 (101-391.04)	6,400.35	410-419.2-425.03 (General Government: Rodeo Club Building)
		15,091.14	450-455-425 (Library Building)

(2) Additional ARPA Award & Assignment: Karla reported the City has received an additional \$503.82 from the federal American Rescue Plan Act Funds and payment has been deposited. The Board, at a previous meeting, committed this funding to the Water Distribution Improvement Project. It was agreed the additional ARPA funds should also be assigned to the Water project. Hermes motioned to auto-supplement the 2022 budget and to assign the supplemental ARPA funds to the water infrastructure improvement project. Koenig seconded. Motion carried.

Fund	Revenue Account	Expense Amount	Expense Account
Water	\$503.82 602-381-331	\$503.82	430-433.4-435 (Water Distribution: Infrastructure Improvement)

ii) Election – Update: Karla reported the outcome of valid petitions filed with the city and the filling of vacant positions. Karla also provided each petitioner a certificate of election declaring each an elected official with a May 2022 begin date. She also reported the municipal election for 2022 is cancelled.

iii) Delinquent Accounts -- Karla reported the following information regarding customer accounts.

(1) Late Payment Charges & Disconnect Warnings (31-60 days past due) – 4 accounts were assessed a \$10 late payment charge and 3 accounts were assessed a \$10.00 late payment charge and provided a disconnection warning.

(2) Disconnections – 2 service disconnections are scheduled

- (3) Due Process Notice(s) – 3 customers received a first notice. No customers received a second notice nor a final notice.
- (4) Financial Arrangements – 2 accounts have an approved financial arrangement. Customer is compliant with the plan. Other customer is not compliant.
- (5) Legal Action Status – 2 accounts remain referred to CRST Small Claims Court (no change) and 2 accounts remain referred to CRST Civil Claims Court.
- (6) Delinquent Account Status (61+ days past due) -- Overall, the delinquent account balance total shows a slight decrease from last month (\$787.09).

12) Schedule Next Meeting:

The next regularly scheduled meeting is set for Monday, April 11, 2022 at its regularly scheduled time and place. The Board will also convene a special meeting later in March (date to be determined) to discuss the annual financial report, audit report, and two grant applications.

13) Adjourn:

At 7:35 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 10, 2022

Published: March 17, 2022

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

CITY OF TIMBER LAKE  
ACCOUNTS/CLAIMS PAYABLE: FEBRUARY 2022

APPROVED: MARCH 7, 2022

**GENERAL GOVERNMENT**

Postalia	400.00	Already Paid: 02/03/22; EFT	Postage Download
SD Dept of Revenue	284.04	Already Paid: 02/17/22; EFT	Sales Tax Liability (January)
VISA	478.08	Already Paid: 02/25/22; Check #31496	Office Supplies: Microsoft & Adobe Software; VIPRE Renewal
US Treasury (Internal Revenue Service)	949.42	Already Paid: 02/25/22; EFT	Payroll Liabilities & Employer Payroll Taxes (February)
SD Retirement System	499.82	Already Paid: 02/25/22; Check #31494	Employee Benefits: Retirement (Payroll Liabilities & Employer Match)
Timber Lake Topic	371.16		Publishing (February)
Penfield Law	300.00		Legal Services (February)
Dewey County Treasurer	5,000.00		Law Enforcement Services (March)
Health Pool of SD	1,434.54		Employee Benefits: Health & Life Insurance & Payroll Liabilities
ELO Prof., LLC	70.00		Cloud Fees: February
ELO Prof., LLC	4,630.00		Annual Audit (2021)
American Solutions for Business	57.85		Office Supplies
A&B Business Solutions	71.76		Printer Maintenance (February)
Biegler Equipment	620.89		Community Center: Office & Generator Maintenance
Anytime Heating & Cooling	313.04		Community Center: Furnace Maintenance
Servall Uniform & Linen Supply	245.08		Mats & Mops & Linens
Lawson Products	89.13		Cleaning Supplies
Country Market	19.07		General Supplies
Mobridge Gas	1,134.00		Propane: Community Center
Century Link	199.66		Telephone & Fax Lines
Moreau Grand Electric Coop.	878.24		Electricity: Community Center, Fire Hall
CRST Telephone Authority	121.90		Internet
Slater Oil	850.50		Propane: Fire Hall
	<u>19,018.18</u>		

**STREETS/PARKS/LANDFILL**

US Treasury (Internal Revenue Service)	395.23	Already Paid: 02/25/22; EFT	Payroll Liabilities & Employer Payroll Taxes (February) 40%
SD Retirement System	159.78	Already Paid: 02/25/22; Check #31494	Employee Benefits: Retirement (Payroll Liabilities & Employer Match) 40%
Western Dakota Bank	1,605.35		Loan Payment #15/60 (Blade): Principal (1,397.79) & Interest (207.56)
Health Pool of SD	312.87		Employee Benefits: Health & Life Insurance (40%)
Biegler Equipment	713.02		Supplies, Tools, Equipment & City Shop Maintenance; Landfill Supplies
RDO Equipment	97.15		Equipment Maintenance
Biegler's Timber Lake Service	114.20		Fuel (January)
Herrman's Service	276.79		Fuel (January & February)
AT&T Mobility	33.40		iPad Connectivity (40%)
Mobridge Gas	929.88		Propane: City Shop
Moreau Grand Electric Coop.	1,605.76		Electricity: Airport, Fire hall, City Shop, Street Lights, Camper Site
Heartland Waste Management	8,760.00		Garbage Collection (January & February)
	<u>15,003.43</u>		

**WATER/SEWER**

VISA	478.08	Already Paid: 02/25/22; Check #31496	Fuel: Travel Expense
US Treasury (Internal Revenue Service)	592.85	Already Paid: 02/25/22; EFT	Payroll Liabilities & Employer Payroll Taxes (February) 60%
SD Retirement System	239.66	Already Paid: 02/25/22; Check #31494	Employee Benefits: Retirement (Payroll Liabilities & Employer Match) 60%
Health Pool of SD	469.31		Employee Benefits: Health & Life Insurance (60%)
Biegler Equipment	19.44		Water Dept: General Supplies/Materials
Dakota Supply Group	43.93		Tool (Penta Socket)
Biegler's Timber Lake Service	171.30		Fuel (January)
AT&T Mobility	50.10		iPad Connectivity (60%)
Lawien Sales	247.88		Lease: Well House
Moreau Grand Electric Coop.	1,034.41		Electricity: Well Houses & Lift Stations
Jeremiah Garon	308.30		Mileage & Perdiem (Rapid City - Wastewater Training & Certification Exam)
Katarina Boysen	125.00		Deposit: Refund (minus final bill)
	<u>3,780.26</u>		

Grand Total

37,801.87

PAYROLL & BENEFITS SUMMARY -- BY DEPARTMENT  
February 2022

	Board Trustees	Board President	Financial Administration	General Government	Streets, Parks, Landfill	Water	Sewer	Total
Gross Pay	0.00	0.00	3,975.66	373.66	1,898.27	1,423.70	1,423.70	9,095.00
SD Retirement System								
Employee Contribution	0.00	0.00	238.54	11.37	79.89	59.92	59.92	449.63
Employer Contribution	0.00	0.00	238.54	11.37	79.89	59.92	59.92	449.63
Federal Tax Withholding								
Employee Contribution	0.00	0.00	284.00	0.00	104.80	78.60	78.60	546.00
Employer Contribution	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	246.49	23.16	117.69	88.27	88.27	563.88
Employer Contribution	0.00	0.00	246.49	23.16	117.69	88.27	88.27	563.88
Medicare Tax								
Employee Contribution	0.00	0.00	57.65	5.41	27.52	20.64	20.64	131.87
Employer Contribution	0.00	0.00	57.65	5.41	27.52	20.64	20.64	131.87
Medical & Life Insurance								
Employee Contribution	0.00	0.00	652.36	0.00	0.00	0.00	0.00	652.36
Employer Contribution	0.00	0.00	782.18	0.00	312.87	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	6,779.56	453.54	2,766.15	2,074.61	2,074.61	14,148.47