

TIMBER LAKE CITY BOARD
REGULAR MEETING
MAY 8, 2024 (REORGANIZATION)
6:45 PM
CITY FINANCE OFFICE

- 1) Finance Officer, Karla Nordyke, convened the City of Timber Lake 2024-2025 Board of Trustees
 - A) Oath of Office – Elected Officials
 - i) Brent Biegler
Brent 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. (3-Year Term; Elected)
 - ii) Tanner Kraft
Tanner Kraft 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. (2-Year Term; Elected)
- 2) Finance Officer, Karla Nordyke, called the meeting to order at 6:36 PM
 - Board Present: Tom Hermes; Michael LaCompte (by telephone); Brent Biegler; Tanner Kraft; and Jess Schlosser
 - Board Absent: None
 - Employees Present: Karla Nordyke and Roger Hieb
 - Guests/Others Present: Kathy Nelson, Roger Lawien, Robin Bickel, Ashley Arpan, and Kyle Nilson
- 3) Appointment to Vacant Trustee Position and Oath of Office
Hermes nominated Jess Schlosser be appointed to the vacant Trustee position on the 2024-2025 Board. Biegler seconded. Schlosser accepted the nomination. Motion carried. Jess Schlosser 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. (1-Year Term; Appointed)
- 4) 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.

5) Approval of Agenda:

Schlosser motioned to approve the agenda with no changes. Biegler seconded. Motion carried.

6) Public Forum and Visitors: None

7) Organization of 2024-2025 City Board of Trustees

A) Election of Board President (SDCL 9-7-5)

Schlosser nominated Tom Hermes for the Board President position. Kraft seconded. Hermes accepted. Motion carried. Nordyke relinquished the meeting chair role to the Board President.

B) Election of Board Vice President

Kraft nominated Jess Schlosser for the Board Vice-President position. Biegler seconded. Schlosser accepted. Motion carried.

C) Designate Official Signatories (SDCL 9-23-3)

The Board agreed the Board President, the Board Vice-President, and the Finance Officer should continue as the designated official signatories. This authority is relevant to the City's financial accounts, safety deposit box, and business documents. Biegler motioned Tom Hermes (Board President), Jess Schlosser (Board Vice-President), and Karla Nordyke (Finance Officer) be designated as the official signatories (no change). Kraft seconded. Motion carried.

D) Designate Official Financial Depository (SDCL 9-22-6)

Schlosser motioned Western Dakota Bank – Timber Lake Branch be continued as the designated official financial depository. Biegler seconded. Motion carried.

E) Designate Official Newspaper (SDCL 9-12-6)

Schlosser motioned *Timber Lake Topic – Continuing the Isabel Dakotan* be continued as the designated official newspaper. Kraft seconded. Motion carried.

F) Designate Official City Attorney

Schlosser motioned Shane Penfield, Penfield Law Firm, PLLC, of Lemmon, South Dakota continue as the official city attorney. Biegler seconded. Motion carried.

G) Designate Official Airport Manager

Schlosser motioned Jake Kraft be continued as the designated airport manager. Kraft seconded. Motion carried.

H) Designate Board of Equalization Representative

Hermes motioned Mike LaCompte be continued as Timber Lake's representation on the consolidated Dewey County Board of Equalization. Schlosser seconded. LaCompte accepted the position. Motion carried.

I) Designate Official Single Audit Accountable Official (OMB; COFAR)

Schlosser motioned the Board President continue to serve this position; he nominated Tom Hermes. Kraft seconded. Hermes accepted the position. Motion carried.

J) Designate Official Single Audit Liaison (OMB; COFAR)

Schlosser motioned the Board President continue to serve this position; he nominated Tom Hermes. Kraft seconded. Hermes accepted the position. Motion carried.

K) Approve Volunteers (Storm Watchers, Recreational, Miscellaneous)

The Board discussed and agreed to the continued approval of volunteers representing twelve (12) storm watchers (unnamed); four (4) recreation volunteers (unnamed); and six (6) miscellaneous volunteers (unnamed), including volunteerism for City-sponsored events. Schlosser motioned 12 storm watcher positions, 4 recreation volunteer positions, and 6 miscellaneous volunteer positions be approved for SDCML-Workers' Compensation coverage. Biegler seconded. Motion carried.

L) Approve Volunteer Fire Department 2024-2025 Roster

Biegler motioned to approve the Timber Lake Volunteer Fire Department 2024-2025 Roster presented by Fire Chief Jeremy Bollinger for SDML-Workers' Compensation coverage of 28 volunteer fire fighters. Kraft seconded. Motion carried.

8) NEW BUSINESS

A) Community Website (Timber Lake and Area Development Corporation, Robin Bickel)

Robin Bickel presented the Timber Lake and Area Development Corporation's (TLADC) plan to develop a community website wholly at TLADC cost. Their intent is to promote tourism, community events, local businesses, and housing. Bickel requested the Board's support of the website development and to approve the City's website being linked to their site. Discussion occurred. Biegler motioned to support the TLADC's website including a link to the City's website. Schlosser seconded. Motion carried.

B) Dewey County Emergency Management (Della Dearborn)

Della Dearborn, Dewey County Emergency Manager, was not present. The Board reviewed her written invitation to participate in the Natural Hazard Mitigation Planning meeting and information being collected by survey. Discussion occurred.

C) Community Support – Fuel for Swimming Lessons (Amanda Hermes)

The Board discussed Amanda Hermes's request for the City to provide fuel for the bus transporting youth to swimming lessons in Selby. Amanda reported the School is contributing a bus and they have a volunteer driver. Bieger motioned to purchase the

needed fuel for the bus transporting youth to swim lessons. Schlosser seconded. Motion carried.

D) Bid Notice – Hay Grounds

The Board reviewed and discussed the draft notice to bidders and advertisement for lease of city properties for hay ground document. Discussion occurred. Schlosser approved the Notice to Bidders and Advertisement for Lease of City Properties for Hay Ground for a one (1) year term. Kraft seconded. Motion carried. The Board directed Nordyke to publish the notice and advertisement.

E) Bid Notice – Land Lease (Block 9 Lot 4)

The Board reviewed and discussed the draft notice to bidders and advertisement for lease of city properties for storage purposes. Discussion occurred. Schlosser approved the Notice to Bidders and Advertisement for Lease of City Properties for storage on Block 9 Lot 4 for a two (2) year term. Biegler seconded. Motion carried. The Board directed Nordyke to publish the notice and advertisement.

F) Building Permit (Telecom Hut, CRST Telephone Authority)

The Board reviewed and discussed a New Construction & Improvements – Building Permit submitted by Charles Fischer, General Manager of CRST Telephone Authority (CRST-TA). CRST-TA applied to construct a new Telecom Hut on property they are leasing from the City located at 903 Rodeo Avenue on a portion of Government Lot 8. Schlosser motioned to approve the Building Permit. Kraft seconded. Motion carried. A copy of the Permit is on file in the City Finance Office, the Dewey County Equalization Office, and with the Permittee.

G) 6th and B Streets (New Hope Church, Paster Bryce Schaffer)

Pastor Bryce Schaffer, representing New Hope Church, was not present for discussion. The Board did review and discuss his written request to level out and gravel the City property adjoining the Church's north side on 6th Street and the west side on B Street, wholly at New Hope Church's cost. Their intention is to offer better parking for their church members. Much discussion occurred, especially in regards to existing drainage issues. It was agreed this matter needs further investigation so as to serve all property owners on 6th and B Streets.

H) Personnel Policy Manual (Review and Approval)

The Board completed a final review of the Personnel Policy Manual. Nordyke reported the City Attorney has completed his review and found no concerns. Discussion occurred. Kraft motioned to approve all policies included in the Personnel Policy Manual, as revised, and to adopt the Manual, effective May 1, 2024. Biegler seconded. Motion carried.

9) Department Reports:

- A) Custodial (Char Boysen)
Not present. No discussion.
- B) Maintenance (Jerimiah Garon)
 - i) Streets: Not present. No discussion.
 - ii) Water: Not present. No discussion.
 - iii) Sewer: Not present. No discussion.
 - iv) Landfill: Not present. No discussion.
 - v) Park: Not present. No discussion.
 - vi) Other Matter(s): Roger Hieb presented his verbal resignation from the City Maintenance Technician position, effective May 20, 2024. Schlosser motioned to accept Hieb's resignation. Kraft seconded. Motion carried.
- C) Law Enforcement Activity Report (Sheriff Arpan):
Sheriff Ashley Arpan and Deputy Sheriff Kyle Nilson presented the Dewey County Sheriff's Office monthly report for the month of April. The Board reviewed the report and held discussion. Sheriff Arpan reports the following services provided to Timber Lake: total records of 57; total time of 89.75 hours.
- D) Finance (Karla Nordyke)
 - i) Project(s) Funding and Next Steps – Update: Karla reported we have not yet received confirmation the water or sewer project plans and specifications are approved. She knows the engineer has been asked to make minor edits, so we can assume the project plans are under review. Karla reported she has gathered historical documentation on the water tower and will submit it to the planning district. This information is then attached to the memorandum of understanding and should suffice to complete the historical preservation documentation requirements. Once complete, the City can close on water project grant and loan contracts. Also discussed the frequency in which to draw-down funds. It was agreed to do so quarterly, as needed.
 - ii) Delinquent Account– Update and Action(s): Karla reported the following information regarding customer accounts.
 - (1) Late Payment Charges & Disconnect Warnings (31-60 days past due) – 7 accounts were assessed a \$10 late payment charge and 4 accounts were assessed a \$10.00 late payment charge with disconnection warning.
 - (2) Disconnections – 2 service disconnections are scheduled if not paid by deadline.
 - (3) Due Process Notice(s) – 0 customers received a first notice. 0 customers received a second notice. 3 customers received a final notice.
 - (4) Court Collection Process – 1 customer is delinquent sufficient to begin small claims court proceedings. Discussion occurred about the account. No action to be taken.
 - (5) Financial Arrangements – 2 accounts have an approved financial arrangement and both are compliant.

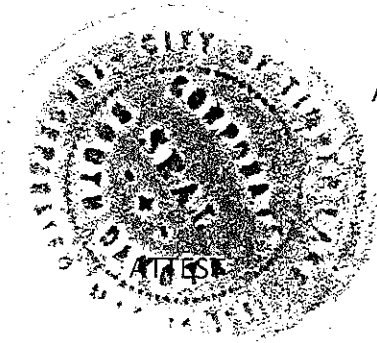
- (6) Legal Action Status – 2 accounts remain referred to CRST Small Claims Court and 1 account remains referred to CRST Civil Claims Court. No change.
- (7) Delinquent Account Status (61+ days past due) -- Overall, the delinquent account balance total shows a decrease (improvement) from last month (\$357.78).
- iii) Uncollectable Debt and Board Write-Off – None

10) Schedule Next Meeting:

The next regularly scheduled meeting is set for Monday, June 10, 2024, at 6:00 PM, in the City Finance Office.

11) Adjourn:

At 7:55 PM, Schlosser motioned the meeting be adjourned. Biegler seconded. Motion carried.



APPROVED:

Tom Hermes, Board President

Karla Nordyke, City Finance Officer

Recorded: May 10, 2024

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