

TIMBER LAKE CITY BOARD
REGULAR MEETING
NOVEMBER 8, 2023
6:00 PM
CITY FINANCE OFFICE

- 1) Board President Tom Hermes called the meeting to order at 7:00 PM.
 - Board Present: Tom Hermes, Jess Schlosser, Michael LaCompte (by telephone), Sandra Koenig, and Brent Biegler
 - Board Absent: None
 - Employees Present: Karla Nordyke and Jerimiah Garon
 - Guests/Others Present: Kathy Nelson, Della Dearborn, Kyle Nilson, Trista Bulit, and Ann LaCompte (by telephone)

- 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 item to New Business: Item 9.F.: Building Permit (Brent and Kaleigh Biegler). Koenig seconded. Motion carried. Schlosser motioned to approve the agenda with no further additions. Koenig seconded. Motion carried.

- 4) Public Forum and Visitors: None

- 5) Approval of Last Meeting Minutes:
Schlosser motioned to approve the minutes of October 11, 2023 with no corrections. Koenig 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 October, 2023.
 - B) Cash Flow Report
The Board reviewed and discussed the monthly financial report. Schlosser motioned to approve the October Cash Flow Report. Koenig seconded. Motion carried.

	GENERAL FUND	ENTERPRISE FUNDS WATER FUND	SEWER FUND	TOTAL
Beginning Balance (Checking Account) (as of 10/01/2023)	821,063.61	308,580.74	126,101.46	1,255,745.81
Total Receipts (Income)	41,792.38	13,332.07	17,530.51	72,654.96
Total Expenditures	31,157.68	30,303.79	44,413.76	105,875.23
Ending Balance (Checking Account) (as of 10/31/2023)	831,698.31	291,609.02	99,218.21	1,222,525.54
Savings Account Balance (as of 10/31/2023)	57,571.00			57,571.00
Cash Value of Certificate of Deposits (as of 10/31/2023)	28,000.00			28,000.00
Petty Cash (as of 10/31/2023)	150.00			150.00
TOTAL FUND BALANCES (as of 10/31/2023)	917,419.31	291,609.02	99,218.21	1,308,246.54

Daily Ledger Balance (Bank) -- Checking Account
(as of 10/31/2023) 1,224,021.61

7) Accounts/Claims Payable:

Koenig motioned to approve the claims presented for payment totaling \$63,418.48 and \$28,459.58 payroll expenses. Biegler seconded. Schlosser abstained. Motion carried. See Attachment 1.

8) OLD BUSINESS – None

9) NEW BUSINESS

A) Dewey County Emergency Operations Center (Della Dearborn)

Della Dearborn, Dewey County Emergency Manager, presented to discuss a proposed plan to designate the Timber Lake Community Center as an Emergency Operations Center (EOC). An EOC is a centralized location of emergency response and recovery support operations during an emergency incident. It serves a critical role in every phase of emergency management, from being the hub for all coordination during an incident to facilitating and directing recovery and clean-up. She clarified the Community Center would not be used as a shelter to house people. It would be a place to hold an operations center that would consist of an Incident Commander, Operations Center, Logistics Chief, Communications Chief, Financial Chief and other outreach personnel to support these main roles. In addition, the EOC would support Federal and State Government Agencies as well as Voluntary Organizations Active in a Disaster (VOADS), such as Red Cross. Dearborn also discussed facility improvements necessary to support the EOC. These improvements include a mounted communications antenna and a generator capable to support the entire building. She explained there are grant opportunities through Homeland Security (100% grant) and/or Mitigation grant funds (75%-25% grant) to fund the costs. Schlosser motioned to approve committing the Community Center as the designated Emergency Operations Center and to apply for a Homeland Security grant by February 1, 2024. Koenig seconded. Motion carried.

B) Building Permit (Guillermo Castaneda)

The Board reviewed and discussed the New Construction and Improvements – Building Permit submitted by Guillermo Castaneda. He is applying to construct a back-yard fence on his property located at 705 G Street (Block 21 Lot 5 and South ½ of 4). It was determined the structure planned is contained within the property lines. Schlosser motioned to approve the building permit. Koenig 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.

C) Sewer Improvement Project Proposal Agreement (IMEG Engineering)

The Board reviewed and discussed the Proposal for Services agreement between IMEG Engineering and the City. This agreement is intended to complete the engineering services for survey, design, and bidding of the wastewater improvements project. This project consists of replacement of sewer mains, service lines, manholes, lift-station and force main to expand services, and street restoration. Much discussion occurred. Schlosser motioned to approve the Project Proposal, at a cost of \$225,000. Koenig seconded. Motion carried.

D) Ordinance #2023-11-01: Revision of Sales Tax Code Set 8.0102

The Board reviewed and discussed Ordinance #2023-11-01, an ordinance revising the Municipal Code Set of Title 8 (Municipal Tax Code). This ordinance revises Section 8.0102 Effective Date and Enactment of Tax. Discussion occurred. The intent of the

ordinance is to give the City the authority to assess sales-use tax to all customers receiving taxable services within the City limits and to do so in accordance with SDCL 10-45 and the SD Department of Revenue compact agreement with Cheyenne River Sioux Tribe. Much discussion occurred. The Board directed Nordyke to coordinate such a systematic change with the SD Department of Revenue (SD-DOR). Koenig motioned to table this matter pending coordination of change and documentation from the SD-DOR. Schlosser seconded. Motion carried.

E) 2024 Liquor License and Municipal Operating Agreement Renewals

- i) Biegler's Timber Lake Service -- RL-5261 and PL-4716 (Jackie Biegler) -- Board reviewed the Biegler's Timber Lake Service's 2024 liquor license renewal applications signed by Jackie Biegler, Manager; the 2024 municipal operating agreements also signed by Jackie Biegler; and the status of the establishment's accounts with the City. Schlosser motioned to approve the 2024 Uniform Alcoholic Beverage license Application (Reissuance) for the City's Retail (On-Sale) Liquor License (RL-5261) and for the City's Package (Off-Sale) Liquor License (PL-4716) and the 2023 Municipal Operating Agreement for each license between the City and the Biegler's Timber Lake Service. Koenig seconded. Motion carried.
- ii) Timber Lake Investment Group: RL-29553 and PL-29554 (Jeremy Bollinger) -- Board reviewed the Timber Lake Investment Group's, doing business as The Corner Bar and Grill, 2024 liquor license renewal applications signed by Jeremy Bollinger, Manager; the 2024 municipal operating agreements also signed by Jeremy Bollinger; and the status of the establishment's accounts with the City. Schlosser motioned to approve the 2024 Uniform Alcoholic Beverage license Application (Reissuance) for the City's Retail (On-Sale) Liquor License (RL-29553) and for the City's Package (Off-Sale) Liquor License (PL-29554) and the 2024 Municipal Operating Agreement for each license between the City and the Timber Lake Investment Group, doing business as The Corner Bar and Grill. Koenig seconded. Motion carried.
- iii) Timber Lake Rodeo Association: RL-5348 (Shaun Maher) -- Documents were not returned. Matter is referred to the next regularly scheduled Board meeting.

F) Building Permit (Brent and Kaleigh Biegler)

The Board reviewed and discussed the New Construction and Improvements -- Building Permit submitted by Brent and Kaleigh Biegler. They are applying to construct a 30' x 50' garage on their property located at 706 E Street (Block 24 Lot 15-16). It was determined the structure planned is contained within the property lines. Schlosser motioned to approve the building permit. Koenig 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.

10) Department Reports:

A) Custodial (Char Boysen)

Char was not present. Karla discussed the following matters with the Board.

- i) Storage – Karla reported there is a need to create storage and provided thoughts and options. Discussion occurred. It was agreed the stored documents will be moved to another location within the Center. The cleaning supplies and paper products will also be moved.
- ii) Divider Replacement – no change

B) Maintenance (Jerimiah Garon)

- i) Streets – Jerimiah reported he and Roger have been doing spot repairs, as needed.
- ii) Water – Jerimiah reported the water system is functioning without any concerns.
- iii) Sewer – Jerimiah reported the sewer system is functioning without any concerns. The lagoon condition is in good condition with algae under control.
- iv) Landfill – Jerimiah reported the landfill needs attention and it is a work-in-progress.
- v) Park – Jerimiah did not report on the park.
- vi) Other Matter(s) – No discussion.

C) Law Enforcement Activity Report (Sheriff Arpan):

Deputies Kyle Nilson and Trista Bult presented the Board with a report of law enforcement services rendered in October. The Board reviewed the Dewey County Sheriff's Office law enforcement report for the month of October which detailed the total reported 34 records and total time (hours not reported). Discussion occurred. The Board requested the Sheriff Department be more visible in the school zone during drop-off and pick-up times.

D) Finance (Karla Nordyke)

- i) Sewer Project: Cost Reimbursement – Karla presented a financial report showing funds expended on the sewer infrastructure project from February 7, 2022 through October 11, 2023. Total funds expended is \$64,552.06, all of which is reimbursable from grant and/or loan funding. Karla reminded the Board the City has \$50,000 local funds committed to this project. It was agreed to consider the need to draw down funds in the spring after the plans have been approved by State agencies.
- ii) Project(s) Funding and Next Steps: Update – Karla reported the foundation holes at the proposed new water tower location(s) have been bored. There was discussion about what type of logo should be included in the water tower design. It was agreed to keep it simple and paint: "TIMBER LAKE, est. 1910."
- iii) Delinquent Accounts: Update and Action(s) – Karla reported the following information regarding customer accounts.
 - (1) Late Payment Charges & Disconnect Warnings (31-60 days past due) – 8 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 – 4 service disconnections are scheduled.
 - (3) Due Process Notice(s) – 4 customers received a first notice. 0 customers received a second notice. 1 customer received a final notice.
 - (4) Financial Arrangements – 3 accounts have an approved financial arrangement. 1 is in compliance.
 - (5) Legal Action Status – 2 accounts remain referred to CRST Small Claims Court and 1 account remains 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 (improvement) from last month (\$1,883.70).
- iv) Uncollectable Debt and Board Write-Off – None

11) Schedule Next Meeting:

The next regularly scheduled meeting is set for Wednesday, December 6, 2023 at its regularly scheduled time and place.

12) Adjourn:

At 7:45 PM, Schlosser motioned the meeting be adjourned. Hermes seconded. Motion carried.



APPROVED: Tom Hermes
Tom Hermes, Board President

Karla Nordyke
Karla Nordyke, City Finance Officer

Recorded: November 9, 2023
Published: November 16, 2023
Published at an approximate cost of _____

CITY OF TIMBER LAKE

ACCOUNTS/CLAIMS PAYABLE: OCTOBER 2023

APPROVED: NOVEMBER 8, 2023

GENERAL GOVERNMENT

SD Dept of Revenue	285.32	Already Paid: 10/19/23; EFT	Sales Tax Liability (September)
SD Dept of Labor	0.45	Already Paid: 10/19/23; EFT	Administrative Fees (3rd Quarter)
US Treasury (Internal Revenue Service)	1,754.67	Already Paid: 10/25/23; EFT	Payroll Liabilities & Employer Payroll Taxes (October)
SD Retirement System	581.68	Already Paid: 10/25/23; Check #32342	Employee Benefits: Retirement (Payroll Liabilities & Employer Match)
SKM - Collections	644.09	Already Paid: 10/25/23; Check #32343	Payroll Liability -- Wage Garnishment
VISA	30.06	Already Paid: 10/26/23; Check #32345	Office Supplies: Microsoft & Adobe
Timber Lake Historical Society	500.00	Already Paid: 10/26/23; Check #32344	Community Support
A&B Business Solutions	108.98		Printer Maintenance (October)
American Solutions for Business	56.50		Office Supplies
Biegler Equipment	25.60		Maintenance Materials: Community Center
Century Link	215.59		Telephone & Fax Lines
CRST Telephone Authority	151.90		Internet
Dakota Image	200.00		Clothing Allowance (2024)
Dewey County Treasurer	5,000.00		Law Enforcement Services (November)
FP Mailing Solutions	81.90		Postage Meter & Scale Rental (4th Qtr.)
Health Pool of SD	813.38		Employee Benefits: Health & Life Insurance
House of Glass	3,956.00		Community Center: Window & Exterior Door Replacement
Insurance Benefits, Inc.	3,457.00		Airport Liability Insurance (2024)
Moreau Grand Electric Coop.	582.17		Electricity: Community Center, Fire Hall
Penfield Law	300.00		Legal Services (October)
SDML Workers' Compensation Fund	2,819.00		Workers' Comp Coverage (2024)
SD Municipal League	858.65		Municipal Membership Dues (2024)
Servall Uniform & Linen Supply	365.81		Mats & Mops & Linens
Timber Lake Topic	285.52		Publishing (October)
	<u>23,074.27</u>		

STREETS/PARKS/LANDFILL

SD Dept of Labor	0.35	Already Paid: 10/19/23; EFT	Administrative Fees (3rd Quarter) 40%
US Treasury (Internal Revenue Service)	537.58	Already Paid: 10/25/23; EFT	Payroll Liabilities & Employer Payroll Taxes (October) 40%
SD Retirement System	299.27	Already Paid: 10/25/23; Check #32342	Employee Benefits: Retirement (Payroll Liabilities & Employer Match) 40%
VISA	114.33	Already Paid: 10/26/23; Check #32345	General Supplies & Fuel
AT&T Mobility	38.20		iPad Connectivity (40%)
Biegler Equipment	812.51		Supplies, Tools, Equipment & Generator Maintenance
Biegler's Timber Lake Service	449.82		Fuel (September)
Dakota Image	160.00		Clothing Allowance (2024) 40%
Display Sales	251.80		Holiday Lights
Health Pool of SD	326.19		Employee Benefits: Health & Life Insurance (40%)
Heartland Waste Management	4,500.00		Garbage Collection (October)
Imberl Computer Sales & Service	125.00		Computer Maintenance
Jensen Rock & Sand	2,118.53		Base Course - Delivered (90.15 yards @ \$23.50)
Moreau Grand Electric Coop.	1,322.85		Electricity: Airport, City Shop, Street Lights, Camper Site
Moreau Grand Electric Coop.	590.05		Street Light Maintenance
SDML Workers' Compensation Fund	2,128.00		Workers' Comp Coverage (2024) 40%
Western Dakota Bank	1,605.35		Loan Payment #35/60 (Blade): Principal (1,471.24) & Interest (134.11)
	<u>15,379.83</u>		

PAYROLL & BENEFITS SUMMARY -- BY DEPARTMENT
October 2023

	Board Trustees		Board President		Financial Administration		General Government		Streets, Parks, Landfill		Water		Sewer		Total
Gross Pay	1,750.00		600.00		4,201.52		830.48		2,493.94		1,870.45		1,870.45		13,616.84
SD Retirement System															
Employee Contribution	0.00		0.00		252.09		38.75		149.64		112.23		112.23		664.93
Employer Contribution	0.00		0.00		252.09		38.75		149.64		112.23		112.23		664.93
Federal Tax Withholding															
Employee Contribution	0.00		0.00		546.00		79.23		156.00		117.00		117.00		1,015.23
Employer Contribution	0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00
Social Security Tax Withholding															
Employee Contribution	108.50		37.20		260.50		51.49		154.62		115.97		115.97		844.25
Employer Contribution	108.50		37.20		260.50		51.49		154.62		115.97		115.97		844.25
Medicare Tax															
Employee Contribution	25.38		8.70		60.92		12.03		36.16		27.12		27.12		197.44
Employer Contribution	25.38		8.70		60.92		12.03		36.16		27.12		27.12		197.44
Medical & Life Insurance															
Employee Contribution	0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00
Employer Contribution	0.00		0.00		813.38		0.00		326.20		244.64		244.64		1,628.86
SD Reemployment Assistance Tax (Employer)	0.00		0.00		0.00		0.45		0.35		0.26		0.26		1.32
Workers' Compensation Insurance (Employer)	85.00		0.00		85.00		2,650.00		2,128.00		1,596.00		1,596.00		8,140.00
Other Payroll Liabilities (Employee)	0.00		0.00		0.00		644.09		0.00		0.00		0.00		644.09
	2,102.76		691.80		6,792.92		4,408.79		5,785.33		4,338.99		4,338.99		28,459.58