

TIMBER LAKE CITY BOARD
REGULAR MEETING
JUNE 8, 2022
6:00 PM
CITY FINANCE OFFICE

1) Oath of Office: 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. (2-Year Term)

2) 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
- Board Absent: None
- Employees Present: Karla Nordyke and Jerimiah Garon
- Guests/Others Present: Jon Flatland, Margaret Holloman, and Ann LaCompte

3) 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.

4) Approval of Agenda:

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

5) Public Forum and Visitors: None

6) Approval of Last Meeting Minutes:

Schlosser motioned to approve the regular meeting minutes of May 10, 2022 and the reorganization meeting minutes of May 10, 2022, each with no corrections. LaCompte seconded. Motion carried.

7) Financial Report:

A) Reconciliation Report (May)

Council reviewed and discussed the reconciliation summary, detail, and bank statement for the City's checking account for the month of May.

B) Cash Flow Report

Council reviewed and discussed the monthly financial report. Schlosser motioned to approve the May Cash Flow Report. Koenig seconded. Motion carried.

	GENERAL FUND	ENTERPRISE FUNDS WATER FUND	SEWER FUND	TOTAL
Beginning Balance (Checking Account) (As of 05/01/2022)	497,166.76	255,229.99	79,750.42	832,147.17
Total Receipts (Income)	103,964.54	12,200.67	7,362.71	123,527.92
Total Expenditures	23,074.84	4,480.35	3,097.40	30,652.59
Ending Balance (Checking Account) (As of 05/31/2022)	578,056.46	262,950.31	84,015.73	925,022.50
Savings Account Balance (As of 05/31/2022)	57,142.50			57,142.50
Cash Value of Certificate of Deposits (As of 05/31/2022)	28,000.00			28,000.00
Petty Cash (As of 05/31/2022)	150.00			150.00
TOTAL FUND BALANCES (As of 05/31/2022)	663,348.96	262,950.31	84,015.73	1,010,315.00



**Daily Ledger Balance (Bank) -- Checking Account
(As of 05/31/2022)** 906,394.89

8) Accounts/Claims Payable:

Koenig motioned to approve the claims presented for payment totaling \$50,443.51 and \$13,422.89 payroll expenses. Hermes seconded. Schlosser abstained. Motion carried. See Attachment 1.

9) OLD BUSINESS

A) Building Permit and Survey Review (Ethan Aberle)

Nordyke reported Mr. Aberle has informed her the property survey has not yet been completed. Hermes motioned the building permit approval remain pending until the Board reviews the property survey. Koenig seconded. Motion carried.

10) NEW BUSINESS

A) Community Center Use – Request for Reduced/Waived Fee (Margaret Holloman)

Margaret Holloman presented on behalf of the Meals on Wheels Program. They are planning a fundraising activity, scheduled June 26. Margaret requested the Board consider a waiver of rental fees for their use of the Community Center Kitchen and Meeting Room. Discussion occurred. Schlosser motioned the \$50.00 rental fee be waived in support of this fundraising event for senior meals. Koenig seconded. Motion carried. The Board informed Ms. Holloman a cleaning deposit is required.

B) DANR ARPA Grant Agreement – Water Project

The Board reviewed and discussed the American Rescue Plan Act (ARPA) grant, from the SD Department of Agriculture and Natural Resources (DANR). This federal money is awarded to support the City's Water Infrastructure and Storage Project and is in the amount of \$2,624,491 of eligible costs. Nordyke informed the Board the document has been reviewed and approved by the City Attorney. Much discussion occurred. Schlosser motioned to accept the grant award and sign the agreement. Biegler seconded. Motion carried by roll call vote (Schlosser-yes; Biegler-yes; LaCompte-yes; Koenig-yes; Hermes-yes).

C) Resolution #2022-06-01: Revenue Bond – Water Project

The Board reviewed and discussed Resolution #: 2022-06-01, which is a resolution a) giving approval to certain drinking water facilities improvements; b) giving approval to the issuance and sale of a revenue bond to finance, directly or indirectly, the improvements to the facilities; c) approving the form of the loan agreement and the revenue bond and pledging project revenues and collateral to secure the payment of the revenue bond; d) creating special funds and accounts for the administration of funds for operation of the system and retirement of the revenue bond; and e) providing for a segregated special charge or surcharge for the payment of the bonds. The SD-DANR awarded the City a \$551,000 Drinking Water State Revolving Fund (SRF) Loan for its Water Infrastructure and Storage Improvement Project. This loan is contingent upon the borrower (City) adopting a bond resolution and the resolution becoming effective. Resolution #2022-06-01 serves this purpose. Nordyke informed the Board the resolution document was prepared by the bond company and has been reviewed and

approved by the Central SD Enhancement District, the City Attorney and the SD-DANR representative. Much discussion occurred. Schlosser motioned to approve the Revenue Bond (Resolution #2022-06-01). Koenig seconded. Motion carried by roll call vote (Schlosser-yes; Biegler-yes; LaCompte-yes; Koenig-yes; Hermes-yes).

D) Resolution #2022-06-02: Surcharge Resolution – Water Project

The Board reviewed and discussed Resolution #: 2022-06-02, which is a resolution providing for a surcharge for improvements to water system, for payment of a revenue bond, and yearly review of the surcharge. The SD-DANR awarded the City a \$551,000 Drinking Water State Revolving Fund (SRF) Loan for its Water Infrastructure and Storage Improvement Project. This loan is contingent upon the borrower (City) establishing a surcharge at a level sufficient to provide the required debt coverage. Resolution #2022-06-02 serves this purpose. Nordyke informed the Board the resolution document has been reviewed and approved by the bond company, the Central SD Enhancement District, the City Attorney and the SD-DANR representative. Much discussion occurred. The surcharge is \$10.40 per user (customers charged the Water System Access fee), monthly. The surcharge will begin upon the City's full commitment to the project; that is, the signing of a contract with selected contractor. Biegler motioned to approve the Surcharge Resolution (Resolution #2022-06-02). Schlosser seconded. Motion carried by roll call vote (Biegler-yes; Schlosser-yes; LaCompte-yes; Koenig-yes; Hermes-yes).

E) Swimming Lessons Support (Jerimiah Garon and Amanda Hermes)

Jerimiah Garon reported that he and Amanda Hermes have organized youth swimming lessons. They have about 22 youth enrolled for a five-day schedule (June 13-17) at the Selby pool. Jerimiah reported the School is contributing a bus and they have a volunteer driver. Jerimiah requested the Board consider supporting this event by providing the fuel. Schlosser motioned to purchase the needed fuel for the bus to transport the youth for swim lessons. Biegler seconded. Motion carried.

F) CRST Networking Meeting – Timber Lake Representation

Nordyke presented an invitation received from the Cheyenne River Sioux Tribe (CRST) Office of Planning and Economic Development. They have scheduled a networking meeting, for June 10, 2022. The purpose of this meeting is to address projects for the upcoming construction season. Discussion occurred. Nordyke volunteered to attend this meeting where stakeholders in Timber Lake projects will also be in attendance. The Board agreed representation serves the City's best interest.

11) Department Reports:

A) Custodial (Vacant)

i) Vacant Position: Karla reported no applications have been received and she has not received any inquiries about the position. Discussion occurred. Schlosser motioned

to advertise the position for another month at \$16.00 per hour, 20-hours weekly, retirement, and part-time holiday pay. Biegler seconded. Motion carried.

- ii) Divider Replacement: Karla reported she has not yet found a good option to replace the divider between the Community Center meeting room and gym. Discussion occurred. The Board agreed a divider is necessary and the current one needs replaced. Karla agreed to keep researching viable options and will present information at the next meeting.

B) Maintenance (Jerimiah Garon)

- i) Streets: Jerimiah reported the streets seem to be doing alright. Discussion occurred about the street signage project currently underway. This project is being completed by the SD-DOT and funded by a grant; there is no cost to the City. All traffic signs, speed signs, and street name signs will be replaced. It was discussed that the signs are not being placed in the desired position in most intersections; many of the sign posts are actually in the street. This outcome is a result of the City not reclaiming the necessary right-of-way prior to the setting of sign posts. It was agreed the City will probably experience issues, especially with truck traffic and snow removal. It was also reiterated the City's contract with the SD-DOT stipulates the City will be held responsible to replace signs as necessary at the City's expense.
- ii) Water: Jerimiah reported the water system is doing alright.
- iii) Sewer: Jerimiah reported the sewer system is doing alright. He mentioned he will mow the lagoon, soon.
- iv) Landfill: Jerimiah reported the landfill is doing alright.
- v) Park: Jerimiah reported he will be replacing rubber mats under the spinners. He further reported the Park is doing alright.

C) Law Enforcement Activity Report (Sheriff Arpan):

No report received. No discussion occurred.

D) Finance (Karla Nordyke)

- i) 2021 External Audit Finalized: Karla provided a copy of correspondence from the SD Department of Legislative Audit, dated May 18, 2022. This letter indicates the City's 2021 Audit Report has been received and accepted by the SD-DLA. The 2021 Audit Report is available in the City Finance Office and is posted on the City's website for any interested person.
- ii) City Park Signage: Karla provided a list of companies and individuals who donated to the City Park. The report was prepared by Corrine Huber of the Timber Lake and Area Development Corporation. Much discussion occurred. Karla agreed to research sign design options and will present options to the Board at the next meeting. Tentatively, it was agreed the sign needs to be a minimum of 3' x 3' in size. The location of the sign was also discussed.

- iii) 2022 Elected Officials Workshop: Karla provided a copy of the 2022 Elected Officials Workshop agenda. Discussion occurred. None of the Board members expressed an interest to attend.
- iv) SDML Workers' Compensation Fund Contract: The Board reviewed and discussed an addendum document to the SDML-WC Fund Contract. The WC Fund discovered a discrepancy in coverage for employees or covered volunteers that travel to certain foreign countries. As a result, the SC Fund is requesting the City approve the necessary contract addendum. The Board agreed to sign the contract.
- v) SD-DOH West Nile Prevention Grant Application: Karla reported the SD Department of Health (SD-DOH) announced the availability of West Nile virus prevention grants. They have \$500,000 available to assist cities, counties and tribes with mosquito control efforts. Their announcement also indicates grant awards will range from approximately \$500 to \$20,000 depending on the size of the population served and the historical number of WNV cases. Karla further reported she has submitted an application for funding. The City's 2022 budget planned \$3,500 and she requested a matching amount in grant funding. The SD-DOH will announce grant awards in early- to mid-July.
- vi) Project(s) Funding and Next Steps – Update: Karla provided the Board with a copy of correspondence received the SD Governor's Office of Economic Development (GOED). The GOED has awarded the City a Community Development Block Grant (CDBG) in the amount of \$770,000 for its Wastewater Infrastructure Improvement Project. The GOED will not be requiring any historical preservation studies because the construction will occur on previously disturbed ground. The GOED authorized the release of funds beginning February 7, 2022 so any eligible costs occurring on/after February 7, 2022 are eligible for reimbursement by CDBG funds. Karla also reported the SD-DANR funding board is scheduled to consider the City's grant application for DANR grant/loan funding at its next meeting on June 23, 2022.
- vii) 2023 Service Rates and Charges (Discussion): Karla provided a report of current rates and charges for service. Much discussion occurred. Previously, the Board agreed to review its rates and charges annually, after the prior year external audit is completed and before the next year budget plan is drafted. More discussion is necessary; no decision(s) are made at this time.
- viii) 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 10 accounts were assessed a \$10.00 late payment charge and provided a disconnection warning.
 - (2) Disconnections – 3 service disconnections occurred.

- (3) Due Process Notice(s) – No customers received a first notice. Two 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 has promised to get into compliance soon.
- (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 (\$541.24).

12) Schedule Next Meeting:

The next regularly scheduled meeting is set for Tuesday, July 12, 2022 at 6:00 PM, in the City Finance Office.

13) Adjourn:

At 7:31 PM, Schlosser motioned the meeting be adjourned. Hermes seconded. Motion carried.

APPROVED: 
Tom Hermes, Board President




Karla Nordyke, City Finance Officer

Recorded: June 9, 2022

Published: June 16, 2022

Published at an approximate cost of _____

CITY OF TIMBER LAKE

ACCOUNTS/CLAIMS PAYABLE: MAY 2022

APPROVED: JUNE 8, 2022

GENERAL GOVERNMENT

SD Dept of Revenue	280.20	Already Paid: 05/18/22; EFT	Sales Tax Liability (April)
US Treasury (Internal Revenue Service)	897.16	Already Paid: 05/25/22; EFT	Payroll Liabilities & Employer Payroll Taxes (May)
SD Retirement System	467.44	Already Paid: 05/25/22; Check #31612	Employee Benefits: Retirement (Payroll Liabilities & Employer Match)
VISA	98.61	Already Paid: 05/25/22; Check #31613	Office Supplies: Microsoft & Adobe; Maintenance (Community Center)
Timber Lake Topic	369.32		Publishing (May)
Dewey County Treasurer	5,000.00		Law Enforcement Services (June)
Penfield Law	300.00		Legal Services (May)
Health Pool of SD	1,434.54		Employee Benefits: Health & Life Insurance & Payroll Liabilities
ELO Prof., LLC	4,485.70		2021 Audit Fees (Final)
A&B Business Solutions	94.61		Printer Maintenance (May)
American Solutions for Business	6,439.72		Office Supplies, Office Furniture
Servall Uniform & Linen Supply	279.07		Mats & Mops & Linens
Pfizer Pest Control	120.00		Community Center Lawn (Spring) Maintenance
Plunkett's Pest Control	205.10		Pest Control (Community Center & Library)
Biegler Equipment	7.94		Community Center: General Supplies
Schlosser Ditching & Plumbing	298.10		Library: Maintenance
Century Link	198.89		Telephone & Fax Lines
CRST Telephone Authority	146.90		Internet
Moreau Grand Electric Coop.	430.30		Electricity: Community Center, Fire Hall
	<u>21,553.60</u>		

STREETS/PARKS/LANDFILL

US Treasury (Internal Revenue Service)	373.20	Already Paid: 05/25/22; EFT	Payroll Liabilities & Employer Payroll Taxes (May) 40%
SD Retirement System	172.10	Already Paid: 05/25/22; Check #31612	Employee Benefits: Retirement (Payroll Liabilities & Employer Match) 40%
Health Pool of SD	312.87		Employee Benefits: Health & Life Insurance (40%)
Western Dakota Bank	1,605.35		Loan Payment #18/60 (Blade): Principal (1,389.56) & Interest (215.79)
VanDielt Supply	2,707.60		Mosquito Control: Larvicide & Spray Chemical
Saber Shred Solutions	8,701.00		Landfill: Tire Removal (39.55 ton)
Heartland Waste Management	8,760.00		Garbage Collection (April & May)
Biegler Equipment	719.20		Supplies, Equipment Maintenance
Pomp's Tire Service	175.00		Equipment Maintenance: Tire
Herman's Service	97.47		Fuel: Mowing (May)
Biegler's Timber Lake Service	159.48		Fuel (April & May)
AT&T Mobility	33.40		iPad Connectivity (40%)
Moreau Grand Electric Coop.	1,311.90		Electricity: Airport, Fire hall, City Shop, Street Lights, Camper Site
Boom Concrete	1,000.00		Garbage Cans (4)
	<u>26,128.57</u>		

WATER/SEWER

US Treasury (Internal Revenue Service)	559.80	Already Paid: 05/25/22; EFT	Payroll Liabilities & Employer Payroll Taxes (May) 60%
SD Retirement System	258.16	Already Paid: 05/25/22; Check #31612	Employee Benefits: Retirement (Payroll Liabilities & Employer Match) 60%
VISA	474.49	Already Paid: 05/25/22; Check #31613	Lodging, Fuel (Wastewater Conference); Water Dept: Tool (Diffuser)
Health Pool of SD	469.31		Employee Benefits: Health & Life Insurance (60%)
Biegler Equipment	44.41		Water: General Supplies
Biegler's Timber Lake Service	239.23		Fuel (April & May)
AT&T Mobility	50.10		iPad Connectivity (60%)
Moreau Grand Electric Coop.	665.84		Electricity: Well Houses & Lift Stations
	<u>2,761.34</u>		

Grand Total

50,443.51

