

TIMBER LAKE CITY BOARD
REGULAR MEETING
JANUARY 10, 2022
6:00 PM
CITY FINANCE OFFICE

- 1) Board Vice-President Jess Schlosser called the meeting to order at 6:07 PM.
 - Board Present: Jess Schlosser, Michael LaCompte, Sandra Koenig, and Lilian Linnea-Turcotte
 - Council Absent: Tom Hermes
 - Employees Present: Karla Nordyke, Norman Hieb, Jerimiah Garon
 - Guests/Others Present: Kathy Nelson, Rusty Gebhardt, Ann LaCompte, Steve Aberle, Joe Scherer, and Kristen Gill

- 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:
Koenig motioned to approve the agenda with no changes. Linnea-Turcotte seconded. Motion carried.

- 4) Public Forum and Visitors: None

- 5) Approval of Last Meeting Minutes:
Koenig motioned to approve the minutes of December 6, 2021 and December 21, 2021 each with no corrections. Linnea-Turcotte seconded. Motion carried.

- 6) Financial Report:
 - A) Reconciliation Report – Checking (December)
Board reviewed and discussed the reconciliation summary, detail, and bank statement for the City’s checking account for the month of December.
 - B) Reconciliation Report – Savings (Fourth Quarter 2021)
Board reviewed and discussed the reconciliation summary, detail, and bank statement for the City’s savings account for the months of October, November, and December.
 - C) Cash Flow Report
Board reviewed and discussed the monthly financial report. Schlosser motioned to approve the December Cash Flow Report. Koenig seconded. Motion carried.

	GENERAL FUND	ENTERPRISE FUNDS WATER FUND	SEWER FUND	TOTAL
Beginning Balance (Checking Account) (As of 12/01/2021)	506,125.54	210,726.46	75,136.38	791,988.38
Total Receipts (Income)	61,580.08	9,843.34	7,739.99	79,163.41
Total Expenditures	94,933.50	6,247.50	2,437.31	103,618.31
Ending Balance (Checking Account) (As of 12/31/2021)	472,772.12	214,322.30	80,439.06	767,533.48
Savings Account Balance (As of 12/31/2021)	57,128.41			57,128.41
Cash Value of Certificate of Deposits (As of 12/31/2021)	28,000.00			28,000.00
Petty Cash (As of 12/31/2021)	150.00			150.00
TOTAL FUND BALANCES (As of 12/31/2021)	558,050.53	214,322.30	80,439.06	852,811.89

**Daily Ledger Balance (Bank) -- Checking Account
(As of 12/31/2021)** 770,268.63

- D) Quarterly Reports (October, November, and December 2021)
- i) Top 10 Revenue & Expense Accounts: Board reviewed the top 10 revenue and top 10 expense accounts for the fourth quarter of 2021 as compared to the fourth quarter of 2021. There were no unexpected outcomes.
 - ii) Fund Balance Trends Report: Board reviewed the fourth quarter-end fund balances for the Water and Sewer enterprise funds. Board also reviewed the fourth 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 to November 2021. There were no unexpected outcomes.

iv) Budget versus Actual Comparison Report

Board reviewed the Budget vs. Actual Report for January 1 through December 31, 2021. Discussion occurred. It is noted that total General Fund revenue is better than expected (124%); Water Fund revenue is as expected to date (117%); Sewer Fund income is 118% of expected. Revenues received from the American Rescue Plan Act and for compensation on loss on capital buildings (insurance claims) caused the revenues to be more than 100% of planned. It is also noted that expenditures to date by fund are as follows: Sewer Fund (50% - sewer main maintenance was not completed); Water Fund (38% - maintenance on wells was not completed); and General Fund (71%).

7) Accounts/Claims Payable:

Linnea-Turcotte motioned to approve the claims presented for payment totaling \$28,441.12 and \$12,584.39 payroll expenses. LaCompte seconded. Motion carried. See Attachment 1.

8) OLD BUSINESS – None

9) NEW BUSINESS

A) Housing/Utility Connections (Timber Lake and Area Development Corporation)

Rusty Gebhardt, Ann LaCompte, Steve Aberle, Joe Scherer, and Kristen Gill were present to represent the Timber Lake and Area Development Corporation (TLADC). Kristen provided the Board with a review of TLADC's plans for increasing housing opportunities in Timber Lake and the DakotaPlex program through the SD Housing Development Authority. Kristen referenced the housing study which details the need for housing in Timber Lake. Discussion occurred as related to water and sewer infrastructure (developed and not developed) at potentially available lots within city limits. It was agreed the community will benefit by this planning to move forward and for these discussions to continue.

B) 2022 Election

i) Establish Election Date: Pursuant to SD Codified Law (SDCL) 9-13-1, the governing body must establish the election date no later than January 14. Koenig motioned the Timber Lake municipal election date be established for the second Tuesday in April (April 12, 2022). Linnea-Turcotte seconded. Motion carried.

ii) Vacancies to Announce (SDCL 9-13-6 & 9-13-40): The Board reviewed and discussed the Trustee Rotation Schedule prepared by Nordyke. It was agreed four (4) Trustee

positions will need announced as vacancies. The Board directed Nordyke to publish the Notice of Vacancies.

C) 2022 Wages & Salaries (SDCL 6-1-10)

SD Codified Law mandates a complete list of all the salaries and wages for all officers and employees of the municipality be published with the minutes of the first meeting following the beginning of the fiscal year. The Board reviewed the 2021 actual wage and salary information. The Board also reviewed and discussed the 2022 budget plan regarding wages and salaries.

The 2022 salary for each Board of Trustee position are as follows and unchanged from last year:

Board President: \$150.00 per meeting in attendance

Trustee (each): \$125.00 per meeting in attendance

Linnea-Turcotte motioned the hourly wage for the Maintenance Manager, Maintenance Technician, and Finance Officer positions be increased by 4%. Koenig seconded. Motion carried. The 2022 wages for City employees are as follows:

Maintenance Manager	Jerimiah Garon	\$20.80 per hour \$31.20 per hour overtime Preapproved for 20-hours overtime per month, as needed.
Maintenance Technician	Norman Hieb	\$19.54 per hour
Finance Officer	Karla Nordyke	\$21.87 per hour \$32.80 per hour overtime Preapproved for 5-hours overtime per month, as needed.
Community Center Custodian	Karen Kraft	\$13.00 per hour
Library Custodian	Debra Thill	\$13.16 per hour
Day Labor (as need and approved)		\$9.95 SD Minimum Wage

10) Department Reports:

A) Custodial (Karen Kraft)

Karen was not present. No report. Jerimiah reported the generator at the Community Center is not working properly; he cannot get it started. He is looking at it. The Board directed Jerimiah to get a repair estimate if necessary. Jerimiah also reported two

furnaces were down last week. Anytime Heating and Cooling has ordered a part for one and will repair and maintain all the furnaces next week. Karla reported she will know the estimated delivery date for the office furniture soon. The need to coordinate floor maintenance was discussed.

i) Probationary Period – Matter remains pending.

B) Maintenance (Jerimiah Garon)

i) Streets – Jerimiah reported he will be moving snow piles and scraping the streets next week with the warmer weather coming.

ii) Water – Jerimiah reported the wells are all running correctly.

iii) Sewer – Jerimiah reported he had to pull the pumps at the south lift-station again because more obstructive material went into the system. He has discussed this issue with his vendor resource who recommends either the installation of a basket, grinder pumps, or chopper pumps. Jerimiah presented two quotes from Dakota Pump and Control (#8368) for chopper pumps at a cost of \$28,335 and (#8375) for grinder pumps at a cost of \$14,610 or a basket alone at a cost of \$4,535. Discussion occurred. Koenig motioned to approve quote #8375 and to purchase the basket alone solution at a cost of \$4,535. Linnea-Turcotte seconded. Motion carried.

iv) Landfill – Jerimiah reported the restricted use site is now locked and he is inspecting and recording loads. The City is now billing for landfill use.

C) Quarterly Reports -- The Board reviewed the Maintenance Department's quarterly reports for the months of October, November, and December 2021. Reports include: Water Consumption and Loss Ratio; Well-House Inspection Logs; Lift Station Inspection Logs; and Lagoon Inspection Logs.

D) Law Enforcement Activity Report (Sheriff Mayer):

The Board reviewed the Dewey County Sheriff's Office law enforcement report for the month of December. Sheriff Assman reports the following services provided to Timber Lake: total records of 45; total time of 132.75 hours; and total miles of 184. Activities involve calls for service, traffic stops, citizen contacts, business contacts, arrests, citations, and warnings.

E) Finance (Karla Nordyke)

i) Records Destruction Request – The Board reviewed the content description of twelve (12) boxes identified as being eligible for destruction. The City records have no further legal, fiscal, administrative, or historical use to the City. There are no audits, litigations, or claims pending or anticipated against them. Karla certified that these records have met the records retention requirements stated in the SD Municipalities Records Retention and Destruction Schedule. Schlosser motioned the records be destroyed by burning. Koenig seconded. Motion carried.

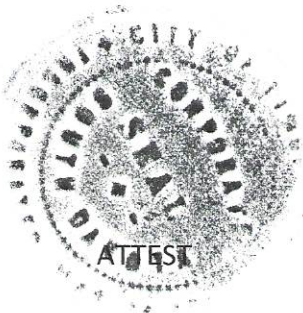
- ii) Delinquent Accounts -- Karla reported the following information regarding customer accounts.
- (1) Late Payment Charges & Disconnect Warnings (31-60 days past due) – 3 accounts were assessed a \$10 late payment charge and 13 accounts were assessed a \$10.00 late payment charge and provided a disconnection warning.
 - (2) Disconnections – 6 service disconnections are scheduled
 - (3) Due Process Notice(s) – 1 customer received a first notice. No customers received a second notice nor a final notice.
 - (4) Financial Arrangements – 1 account has an approved financial arrangement. Customer is compliant with the plan.
 - (5) Legal Action Status – 4 accounts remain referred to CRST Small Claims Court (no change) and 2 accounts remain referred to CRST Civil Claims Court. One matter has been fully resolved.
 - (6) Delinquent Account Status (61+ days past due) -- Overall, the delinquent account balance total shows improvement (a decrease) of \$3,622.40 from last month.

11) Schedule Next Meeting:

The next regularly scheduled meeting is set for Monday, February 7, 2022, 6:00 PM, in the City Finance Office.

12) Adjourn:

At 8:12 PM, Linnea-Turcotte motioned the meeting be adjourned. Koenig seconded. Motion carried.



APPROVED: Tom Hermes

Tom Hermes, Board President or
Jess Schlosser, Board Vice-President

Karla Nordyke

Karla Nordyke, City Finance Officer

Recorded: January 13, 2022

Published: January 20, 2022

Published at an approximate cost of _____

GENERAL GOVERNMENT

US Treasury (Internal Revenue Service)	880.34	Already Paid: 12/23/21; EFT	Payroll Liabilities & Employer Payroll Taxes (December)
SD Retirement System	467.58	Already Paid: 12/23/21; Check #31421	Employee Benefits: Retirement (Payroll Liabilities & Employer Match)
Timber Lake Topic	435.13		Publishing (December)
Dewey County Treasurer	5,000.00		Law Enforcement Services (January)
Central SD Enhancement District	729.92		2022 Membership Dues
Western Dakota Bank	25.00		2022 Security Box Rent
Dewey County Treasurer	1,974.48		Contribution to Dewey County CSD 2022 Membership (433 @ \$4.56)
Penfield Law	300.00		Legal Services (December)
Health Pool of SD	1,434.54		Employee Benefits: Health & Life Insurance
American Solutions for Business	47.10		Office Supplies: Wall Calendar
FP Mailing Solutions	81.90		Postage Meter & Scale: 1st Quarter 2022
Servall Uniform & Linen Supply	237.05		Mats & Mops & Linens
Biegler Equipment	278.25		General Supplies & Materials: Community Centers
CRST Telephone Authority	146.90		Internet
Moreau Grand Electric Coop.	948.17		Electricity: Community Center, Fire Hall
Mobridge Gas	510.30		Propane: Community Center
Karla Nordyke	90.00		Cell Phone Reimbursement (4th Quarter 2021)
	<u>13,586.66</u>		

STREETS/PARKS/LANDFILL

US Treasury (Internal Revenue Service)	311.94	Already Paid: 12/23/21; EFT	Payroll Liabilities & Employer Payroll Taxes (December) 40%
SD Retirement System	153.30	Already Paid: 12/23/21; Check #31421	Employee Benefits: Retirement (Payroll Liabilities & Employer Match) 40%
Western Dakota Bank	1,605.35		Loan Payment #13/60 (Blade): Principal (1,366.36) & Interest (238.99)
Health Pool of SD	312.87		Employee Benefits: Health & Life Insurance (40%)
Biegler Equipment	1,829.00		Supplies, Tools, Equipment Maintenance
Mobridge Gas	323.19		Propane: City Shop
Moreau Grand Electric Coop.	1,580.92		Electricity: Airport, Fire hall, City Shop, Street Lights, Camper Site
Herman's Service	489.12		Fuel (snow removal)
Jeremiah Garon	36.00		Cell Phone Reimbursement (4th Quarter 2021) 40%
Heartland Waste Management	4,380.00		Garbage Collection: December
	<u>11,021.69</u>		

WATER/SEWER

US Treasury (Internal Revenue Service)	481.70	Already Paid: 12/23/21; EFT	Payroll Liabilities & Employer Payroll Taxes (December) 60%
SD Retirement System	229.96	Already Paid: 12/23/21; Check #31421	Employee Benefits: Retirement (Payroll Liabilities & Employer Match) 60%
Health Pool of SD	469.31		Employee Benefits: Health & Life Insurance (60%)
Milbank Winwater Works	802.12		2" Meter
Country Market	5.69		Water: General Supplies
ND Public Health Lab	16.00		Water Analysis
Dakota Pump & Control	760.00		Lift-Station Inspection Agreement 2022
Moreau Grand Electric Coop.	1,013.99		Electricity: Well Houses & Lift Stations
Jeremiah Garon	54.00		Cell Phone Reimbursement (4th Quarter 2021) 60%
	<u>3,832.77</u>		

Grand Total

28,441.12

PAYROLL & BENEFITS SUMMARY -- BY DEPARTMENT

December 2021

	Board Trustees	Board President	Financial Administration	General Government	Streets, Parks, Landfill	Water	Sewer	Total
Gross Pay	0.00	0.00	3,646.95	433.71	1,468.88	1,191.66	1,101.66	7,842.86
SD Retirement System								
Employee Contribution	0.00	0.00	218.82	14.97	76.65	57.49	57.49	425.42
Employer Contribution	0.00	0.00	218.82	14.97	76.65	57.49	57.49	425.42
Federal Tax Withholding								
Employee Contribution	0.00	0.00	256.00	0.00	87.20	65.40	65.40	474.00
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	226.11	26.88	91.07	73.88	68.30	486.25
Employer Contribution	0.00	0.00	226.11	26.88	91.07	73.88	68.30	486.25
Medicare Tax								
Employee Contribution	0.00	0.00	52.88	6.30	21.30	17.29	15.98	113.74
Employer Contribution	0.00	0.00	52.88	6.30	21.30	17.29	15.98	113.74
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	6,333.11	530.01	2,247.00	1,789.03	1,685.25	12,584.39