

TIMBER LAKE CITY BOARD  
REGULAR MEETING  
AUGUST 9, 2022  
6:00 PM  
CITY FINANCE OFFICE

- 1) 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, Jerimiah Garon, and Char Boysen
  - Guests/Others Present: Kathy Nelson, Anne LaCompte, and Sheriff Ashley Arpan
  
- 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. LaCompte seconded. Motion carried.
  
- 4) Public Forum and Visitors: None
  
- 5) Approval of Last Meeting Minutes:  
Koenig motioned to approve the minutes of July 12, 2022 with no corrections. LaCompte seconded. Motion carried.
  
- 6) Financial Report:
  - A) Reconciliation Report (July)  
Board reviewed and discussed the reconciliation summary, detail, and bank statement for the City's checking account for the month of July.
  - B) Cash Flow Report  
Board reviewed and discussed the monthly financial report. Koenig motioned to approve the July Cash Flow Report. Hermes seconded. Motion carried.

	ENTERPRISE FUNDS			
GENERAL	WATER	SEWER		TOTAL
FUND	FUND	FUND		

<b>Beginning Balance (Checking Account) (As of 07/01/2022)</b>	541,794.94	272,119.13	88,958.79	902,872.86
<b>Total Receipts (Income)</b>	41,111.75	12,021.94	6,900.96	60,034.65
<b>Total Expenditures</b>	29,108.65	5,217.63	8,153.69	42,479.97
<b>Ending Balance (Checking Account) (As of 07/31/2022)</b>	553,798.04	278,923.44	87,706.06	920,427.54
<b>Savings Account Balance (As of 07/31/2022)</b>	57,156.74			57,156.74
<b>Cash Value of Certificate of Deposits (As of 07/31/2022)</b>	28,000.00			28,000.00
<b>Petty Cash (As of 07/31/2022)</b>	150.00			150.00
<b>TOTAL FUND BALANCES (As of 07/31/2022)</b>	639,104.78	278,923.44	87,706.06	1,005,734.28
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<b>Daily Ledger Balance (Bank) -- Checking Account (As of 07/31/2022)</b>				919,161.68

7) Accounts/Claims Payable:

Biegler motioned to approve the claims presented for payment totaling \$26,420.90 and \$16,299.28 payroll expenses. Koenig seconded. Motion carried. See Attachment 1.

8) OLD BUSINESS

A) Building Permit & Survey Review (Ethan Aberle)

The Board reviewed and discussed the property survey submitted by Ethan Aberle in support of the building permit approved on May 10, 2022 (contingent on receipt of and review of a property survey). Biegler motioned to approve the New Construction & Improvements – Building Permit for the placement of a double-wide trailer on his property located on Block 31, Lots 1-2. Koenig seconded. Motion carried. A copy of the

fully approved building permit is on file in the City Finance Office, the Dewey County Equalization Office, and with the permittee.

9) NEW BUSINESS

A) Storm Water Drainage – Block 28 – 6<sup>th</sup> Street (Dewey Bad Warrior)

Board reviewed and discussed the ordinance violation occurring on Block 28. On July 15, 2022, the City provided Dewey Bad Warrior and Fallon Murphy a letter advising them to confine all structure(s) to the boundaries of their property. The City gave them a deadline of August 15, 2022. Much discussion occurred. Biegler motioned to provide the property owners an extension to March 1, 2023. Koenig seconded. Motion carried. The City will cut a shallow ditch along both sides of Block 28 on 6<sup>th</sup> Street to divert storm water drainage. Bad Warrior will also need to place fill dirt on his property.

B) Ordinance #2022-08-01: Fireworks (First Reading)

Board reviewed and discussed Ordinance #2022-08-01, an ordinance amending Chapter 5, Section 5.0401 of the municipal code set. This ordinance allows the discharge of firecrackers, rockets, and other fireworks from June 27 to the first Sunday after July 4 and on December 28 to January 1. This ordinance also sets the times allowed as workdays (Sunday through Thursday) from 9:00 AM to 11:00 PM and Friday, Saturday, July 4, and December 31 from 9:00 AM to 11:59 PM (Midnight). Biegler motioned to approve Ordinance #2022-08-01 on its first reading. Koenig seconded. Motion carried. The required second reading is scheduled for the next regular meeting.

C) Categorical Exclusion Determination – Wastewater Project

Board reviewed correspondence received from the SD Department of Agriculture and Natural Resources (SD-DANR) Environmental Funding Program. The Board also reviewed the SD-DANR Categorical Exclusion Determination (CATEX) document. SD-DANR has found that the Timber Lake Wastewater Infrastructure Improvements project will not affect any historical or archaeological resources. The project should not have any direct or indirect adverse effects on plant life or wildlife. No other environmentally sensitive issues have been identified in the planning of this project. Koenig motioned to accept the CATEX document and to approve the required publishing cost. Schlosser seconded. Motion carried.

10) Department Reports:

A) Custodial (Char Boysen)

Char reported her activities since being hired. Discussion occurred. It was agreed Char is doing well in the position and thanked her. Karla reported she is working on getting a quote for a new divider wall for between the gym and meeting room.

B) Maintenance (Jerimiah Garon)



Jerimiah discussed the following matters with the Board.

- i) Streets: Jerimiah reported sweeping the streets after Days of 1910 went well. He used Tom Hermes's skid steer and requested the Board's approval to pay Hermes for equipment rental (5-hours at \$50 per hour). The Board agreed. Jerimiah also reported he has painted the school cross walks. He has also ordered a pole-saw to trim trees and branches on intersections throughout town. Jerimiah reported the sign project is nearly complete; the engineer firm will inspect and provide the City with a document to sign.
  - ii) Water: Jerimiah reported he has installed an exhaust fan and humidity switch in one well-house and it seems to be helping with the lessening of chlorine fumes which damage the electronics. He will do the same in each well house. He also reported the meter at the school has malfunctioned and he has ordered a replacement. It is a 3" compound meter so the cost is about \$1,600. He also discussed the Sentryx Master Agreement from Mueller Systems with the Board. Discussion occurred. Schlosser motioned to approve the Agreement. Biegler seconded. Motion carried.
  - iii) Sewer: Jerimiah reported the sewer system is operating effectively.
  - iv) Landfill: Jerimiah reported the landfill is operating effectively. He reported a fire occurred on Sunday, July 31, in the scrap metal pile as a result of someone shooting Tannerite. He reported the fire to the Fire Department, the Sheriff Department, and to the SD-DANR Solid Waste Management Program. He will need to provide SD-DANR a copy of the reports. Jerimiah also said there may be a consequence for allowing unauthorized access. Jerimiah said he is planning to dig a new pit for the rubble pile. He is consulting with Miller Construction; the cost is not yet known. Discussion also occurred about the rates and charges for the restricted use site service. Further discussion on this matter is scheduled for the next regularly scheduled meeting.
  - v) Park: Jerimiah reported everything at the park is good.
  - vi) Haying of City Properties & Lease Document (Draft): The Board reviewed and discussed a draft lease agreement document drafted by Nordyke and approved by the city attorney. Discussion occurred. It was agreed this matter will be further discussed in February or March of 2023.
  - vii) Other Matter(s): Jerimiah requested the Board's approval to receive quote(s) for a skid steer with attachments. Discussion occurred. The Board directed him to detail his needs for the equipment so the quotes received are comparable. The Board also advised him to inquire with local implement dealers.
- C) Law Enforcement Activity Report (Sheriff Arpan):  
Sheriff Ashley Arpan was present to visit with the Board. He explained he is working on the monthly reports. Much discussion occurred. Sheriff Arpan assured the Board he

and his deputies will patrol the school zone before and after school. He is also going to place the speed trailer near Timber Lake in the near future.

D) Finance (Karla Nordyke)

Karla discussed the following matters with the Board.

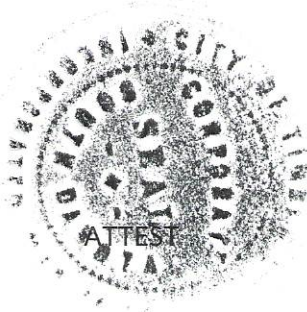
- i) City Park – Signage: Karla presented the initial design for the volunteer appreciation sign. She is asking for a revised design to include the use of the blue, green, and maroon color scheme consistent with the playground equipment and some narrative edits needed. She also reported two (2) signs are being ordered; the City will purchase one and another entity will purchase the second. Sign placement will be near the entrance gates.
- ii) Insurance Claim and Status: Karla reported she has not yet received the adjustor's report.
- iii) 2023 Budget Planning: Karla presented two budget planning documents to the Board: a) a report showing historical data from 2017 to 2021 and b) a 2022 year-end projection. Much discussion occurred. Karla requested input on the 2022 year-end projection. It becomes the beginning of the 2023 budget planning worksheet. She will present the budget planning worksheet at the next regularly scheduled meeting. She will also present the rates study at that time.
- iv) Project(s) Funding and Next Steps – Update: Karla reported she is developing a spreadsheet document to track the projects. She reported all entities have signed off on the historical preservation concerns with the projects.
- v) 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 9 accounts were assessed a \$10.00 late payment charge and provided a disconnection warning.
  - (2) Disconnections – 3 service disconnections are scheduled.
  - (3) Due Process Notice(s) – 1 customer received a first notice. 2 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 (\$98.78).

11) Schedule Next Meeting:

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

12) Adjourn:

At 8:06 PM, Koenig motioned the meeting be adjourned. Schlosser seconded. Motion carried.



APPROVED: Tom Hermes  
Tom Hermes, Board President

Karla Nordyke  
Karla Nordyke, City Finance Officer

Recorded: August 11, 2022

Published: August 18, 2022

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



CITY OF TIMBER LAKE  
 ACCOUNTS/CLAIMS PAYABLE: JULY 2022

APPROVED: AUGUST 9, 2022

**GENERAL GOVERNMENT**

SD Dept of Labor	5.25	Already Paid: 07/18/22; EFT	Reemployment Assistance, Investment & Admin Fees (2nd Quarter)
SD Dept of Revenue	327.18	Already Paid: 07/18/22; EFT	Sales Tax Liability (June)
SD Retirement System	504.92	Already Paid: 07/25/22; Check #31695	Employee Benefits: Retirement (Payroll Liabilities & Employer Match)
US Treasury (Internal Revenue Service)	1,370.59	Already Paid: 07/25/22; EFT	Payroll Liabilities & Employer Payroll Taxes (July)
VISA	305.19	Already Paid: 07/25/22; Check #31689	Office Supplies: Microsoft & Adobe; Web Domain; Floor Scrubber Maintenance
A&B Business Solutions	106.82		Printer Maintenance (July)
American Solutions for Business	46.77		Office Supplies
Anytime Heating & Cooling	98.00		Air Condition System Maintenance: Community Center
Biegler Equipment	191.61		Community Center & Library & Ambulance Shed: General Supplies, Maintenance
CRST Telephone Authority	146.90		Internet
Century Link	213.64		Telephone & Fax Lines
Dewey County Treasurer	5,000.00		Law Enforcement Services (August)
ELO Prof., LLC	148.00		Cloud Fees (June & July)
FP Mailing Solutions	81.90		Postage Meter & Scale Rental (3rd Quarter)
G&O Paper and Supplies	52.80		Paper & Cleaning Supplies: Community Center
HealthPool of SD	1,434.54		Employee Benefits: Health & Life Insurance & Payroll Liabilities
Karla Nordyke	153.30		Mileage Reimbursement: Rapid City (MAP Financial Training)
Moreau Grand Electric Coop.	591.62		Electricity: Community Center, Fire Hall
Penfield Law	300.00		Legal Services (July)
PfitzerPest Control	120.00		Grounds Maintenance: Feed & Weed
Plunkett's Pest Control	219.31		General Pest Control: Community Center & Library
Servall Uniform & Linen Supply	284.07		Mats & Mops & Linens
Timber Lake Topic	276.35		Publishing (July)
	<u>11,978.76</u>		

**STREETS/PARKS/LANDFILL**

SD Dept of Labor	3.33	Already Paid: 07/18/22; EFT	Reemployment Assistance, Investment & Admin Fees (2nd Quarter) 40%
SD Retirement System	177.14	Already Paid: 07/25/22; Check #31695	Employee Benefits: Retirement (Payroll Liabilities & Employer Match) 40%
US Treasury (Internal Revenue Service)	374.89	Already Paid: 07/25/22; EFT	Payroll Liabilities & Employer Payroll Taxes (July) 40%
VISA	102.08	Already Paid: 07/25/22; Check #31689	Fuel: General Maintenance
AT&T Mobility	35.80		iPad Connectivity (40%)
Biegler Equipment	549.93		Supplies, Equipment Maintenance, Landfill
Biegler's Timber Lake Service	371.83		Fuel: General Maintenance (40%), Mowing (June & July)
Health Pool of SD	312.87		Employee Benefits: Health & Life Insurance (40%)
Heartland Waste Management	4,380.00		Garbage Collection (July)
Moreau Grand Electric Coop.	1,225.85		Electricity: Airport, City Shop, Street Lights, Camper Site
Moreau Grand Electric Coop.	1,585.18		Maintenance: Highway Street Lights
Western Dakota Bank	1,605.35		Loan Payment #20/60 (Blade): Principal (1,398.93) & Interest (206.42)
	<u>10,724.25</u>		

**WATER/SEWER**

SD Dept of Labor	4.99	Already Paid: 07/18/22; EFT	Reemployment Assistance, Investment & Admin Fees (2nd Quarter) 60%
SD Retirement System	265.72	Already Paid: 07/25/22; Check #31695	Employee Benefits: Retirement (Payroll Liabilities & Employer Match) 60%
US Treasury (Internal Revenue Service)	562.33	Already Paid: 07/25/22; EFT	Payroll Liabilities & Employer Payroll Taxes (July) 40%
AT&T Mobility	53.70		iPad Connectivity (60%)
Biegler Equipment	434.24		General Supplies & Well Maintenance
Biegler's Timber Lake Service	463.26		Fuel: General Maintenance (60%) (June & July)
Dakota Pump & Control	385.00		Well-House Maintenance: Keypad
Health Pool of SD	469.31		Employee Benefits: Health & Life Insurance (60%)
Locken Oil	450.80		Fuel: Lift Station Generator
Moreau Grand Electric Coop.	628.54		Electricity: Well Houses & Lift Stations
	<u>3,717.89</u>		

Grand Total

26,420.90

