

TIMBER LAKE CITY BOARD
REGULAR MEETING
OCTOBER 7, 2024
6:00 PM
CITY FINANCE OFFICE

- 1) Board President Tom Hermes called the meeting to order at 6:04 PM.
 - Board Present: Tom Hermes, Jess Schlosser, and Michael LaCompte (by telephone)
 - Board Absent: Brent Biegler and Tanner Kraft
 - Employees Present: Karla Nordyke and Jerimiah Garon
 - Guests/Others Present: Kathy Nelson

- 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 approve the agenda with no changes. LaCompte seconded. Motion carried.

- 4) Public Forum and Visitors: None

- 5) Approval of Last Meeting Minutes:
Schlosser motioned to approve the regular meeting minutes of September 9, 2024 and the special meeting minutes of September 16, 2024, each with no corrections. LaCompte seconded. Motion carried.

- 6) Financial Report:
 - A) Reconciliation Report – Checking Account
The Board reviewed and discussed the reconciliation summary, detail, and bank statement for the City’s checking account for the month of September.
 - B) Reconciliation Report – Savings Account
The Board reviewed and discussed the reconciliation summary, detail, and bank statement for the City’s savings account for the months of July, August, and September (Third Quarter 2024).
 - C) Cash Flow Report
The Board reviewed and discussed the monthly financial report. LaCompte motioned to approve the September Cash Flow Report. Schlosser seconded. Motion carried.

**CASH FLOW REPORT
(MONTHLY FINANCIAL REPORT)
SEPTEMBER 2024**

	GENERAL FUND	ENTERPRISE FUNDS WATER FUND	SEWER FUND	TOTAL
Beginning Balance (Checking Account) (as of 09/01/2024)	821,779.27	125,984.52	138,141.11	1,085,904.90
Total Receipts (Income)	68,250.28	11,032.63	169,820.29	249,103.20
Total Expenditures	39,082.33	5,556.39	3,451.87	48,090.59
Ending Balance (Checking Account) (as of 09/30/2024)	850,947.22	131,460.76	304,509.53	1,286,917.51
Savings Account Balance (as of 09/30/2024)	58,006.37			58,006.37
Cash Value of Certificate of Deposits (as of 09/30/2024)	28,000.00			28,000.00
Petty Cash (as of 09/30/2024)	150.00			150.00
TOTAL FUND BALANCES (as of 09/30/2024)	937,103.59	131,460.76	304,509.53	1,373,073.88
<hr style="border: 1px dashed black;"/>				
Daily Ledger Balance (Bank) -- Checking Account (as of 09/30/2024)				1,289,458.92

D) Quarterly Reports (July, August, and September)

- i) Top 10 Revenue & Expense Accounts: Board reviewed the top 10 revenue and top 10 expense accounts for the third quarter of 2023 as compared to the third quarter of 2024. There were no unexpected outcomes.
- ii) Fund Balance Trends Report: Board reviewed the third quarter-end fund balances for the Water and Sewer enterprise funds. Board also reviewed the third 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. Focused discussion occurred in regards to the Garbage Collection revenue, expense, and net income.
- 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 August 2024. There were no unexpected outcomes.
- iv) Budget versus Actual Comparison Report
Board reviewed the Budget vs. Actual Report for January 1 through October 4, 2024. Discussion occurred. It is noted that total General Fund revenue is better than expected (99%); Water Fund revenue is as expected to date (6%); Sewer Fund income is 24% of expected. It is also noted that expenditures to date by fund are as follows: Sewer Fund (12%); Water Fund (13%); and General Fund (51%). It was noted that the Water and Sewer Funds are low because the infrastructure improvement projects have not progressed as planned.

7) Accounts/Claims Payable:

Schlusser motioned to approve the claims presented for payment totaling \$76,360.22 and \$17,218.23 payroll expenses. LaCompte seconded. Motion carried. See Attachment 1.

8) OLD BUSINESS

A) 6th and B Streets (New Hope Church, Pastor Bryce Schaffer)

The Board further discussed Pastor Schaffer's request to level out and gravel the city property adjoining the New Hope Church's north side on 6th Street and the west side on B Street. The Board agreed that leveling the right of way compounds drainage issues and any gravel laid will wash away. Hermes motioned to deny the New Hope Church's request, dated May 8, 2024. Schlusser seconded. Motion carried.

9) NEW BUSINESS

A) Meals on Wheels Program (Western SD Senior Services, Inc.)

The Board acknowledged receipt of the Meals on Wheels Western South Dakota's formal notice, dated September 16, 2024, of their decision to conclude their partnership

with the Timber Lake Community Center, effective October 31, 2024. As per the agreement, their letter serves as their 30-day notice of termination.

B) Signs Order – Quote (Newman Signs)

The Board reviewed a quote (#PRTQTEO14853) detailing the design and cost of three (3) signs. These signs were inadvertently not included in the recent street sign project. The signs include 1) United Parish Church (ahead 4-blocks) to be placed on Main Street; 2) Courthouse (left 1 block) and 3) Cemetery (left $\frac{3}{4}$ mile) both to be placed on the corner of 8th and Main Street. LaCompte motioned to approve the purchase of these signs at the quoted cost of \$246.00. Schlosser seconded. Motion carried.

10) Department Reports:

A) Custodial (Char Boysen)

Char was not present for discussion. She reported she had nothing to discuss with the Board.

B) Maintenance (Jerimiah Garon)

Jerimiah reported he needs to replace the tires on the Ford pickup. Discussion occurred. The Board directed him to proceed. Jerimiah also discussed the following matters with the Board.

i) Streets: Jerimiah acknowledged the streets remain in mediocre shape. He is waiting for some moisture to blade.

ii) Water: Jerimiah reported the water system is in good operating condition. He is waiting for Well #5 repair and maintenance to be scheduled. It is currently off-line. He reported he will flush hydrants soon.

iii) Sewer: Jerimiah reported the sewer system is operating effectively. He has started to add winter enzymes to the lagoon.

iv) Landfill: Jerimiah reported the State Department of Agriculture and Natural Resources (SD-DANR) completed its annual on-site inspection last week. He reported the inspection seemed to go very well. The written summary report is expected soon.

v) Park: Jerimiah reported the Park is in good condition. He has been doing routine maintenance. He will be scheduling bathroom vault cleaning soon.

vi) Other Matters

(1) Valve and Hydrant Exerciser (Quote): Jerimiah presented a quote for a valve and hydrant exerciser which he will need for assisting in the water system improvement project and afterwards to perform routine valve and hydrant exercising per standard operation practices. The quoted cost is \$2,700. Discussion occurred. It was agreed that purchasing this tool could wait pending next years budget.

(2) Locator (Quote): Jerimiah presented a quote, from Dakota Supply Group, for a ViperMag Locator (Copperhead Vip-Mag). He explained he needs a more advanced locator and will need it after the new lines are laid with tracer wire. The quoted cost is \$2,500. Discussion occurred. Schlosser motioned to approve the purchase of this locator at a cost of \$2,500. LaCompte seconded. Motion carried.

vii) Quarterly Reports: The Board reviewed and discussed the Maintenance Department's quarterly reports for the months of July, August, and September 2024. Reports include: Water Consumption and Loss Ratio; Well-House Inspection Logs; Lift-Station Inspection Logs; and Lagoon Inspection Logs.

C) Law Enforcement Activity Report (Sheriff Arpan):

Trista Vaughan, Chief Deputy Sheriff, presented the Dewey County Sheriff's Office law enforcement report for the month of September. The report details the following services provided to Timber Lake: total records of 92 and total patrol time of 45:37:10 hours. Discussion occurred.

D) Finance (Karla Nordyke)

i) Project(s) Funding and Next Steps – Update: Karla reported the SD-DANR Resolving State Fund (RSF) Loan is closed, effective September 24, 2024 and the documents are signed. She also reported the Community Development Block Grant (CDBG) contract is signed. The bid notice advertisements are being published with a planned bid opening date of October 28, 2024 at 6:00 PM. The bid notices are for the 1) Elevated Water Tower; 2) Water System Improvements; and 3) Sanitary Sewer Improvement. The approved plans are viewable on the City's website and in the Finance Office. Karla also reported she will do a funds-draw on the water project soon.

ii) Auto-Supplement 2024 Budget (Insurance Settlement): Karla reported the City has received a check from Claims Associates, in the amount of \$24,655.66. This insurance settlement is for the final recoverable depreciation and Fire Hall roofing and siding repair. Karla reported the claim, dated July 5, 2022, is now considered closed. She requested the Board's approval to auto-supplement the 2024 budget, as follows:

Revenue	\$24,655.66	101-391.4	Compensation on Loss of Assets (Insurance)
Expense	\$24,655.66	420-422-425	Fire Hall: Building Maintenance

Hermes motioned to auto-supplement the 2024 budget as shown above. Schlosser seconded. Motion carried.

iii) 2025 Rates and Charges Planning (Discussion): Karla presented the current rates and charges for further discussion with the Board. Discussion occurred with a focus on

residential garbage, peddler permit charges, and water rates. Karla will make the edits and present a resolution at the next regularly scheduled meeting.

iv) Job Description Review and Approval

(1) Finance Officer: Karla presented the current job description for the City Finance Officer position. Discussion occurred. The Board approved the revisions and directed Karla to present it to the City Attorney for his review.

(2) Deputy Finance Officer: Karla presented a new job description for a Deputy Finance Officer position and a draft position advertisement. Discussion occurred. The Board approved the document and directed Karla to present it to the City Attorney for his review.

v) Delinquent Accounts – Update and Actions: Karla reported the following information regarding customer accounts.

(1) Late Payment Charges & Disconnect Warnings (31-60 days past due) – 6 accounts were assessed a \$10 late payment charge and 2 accounts were assessed a \$10.00 late payment charge with disconnection warning.

(2) Disconnections – 1 service disconnection is scheduled if not paid by deadline.

(3) Due Process Notice(s) – 6 customers received a first notice. 0 customers received a second notice. 0 customers received a final notice.

(4) Court Collection Process – No discussion.

(5) Financial Arrangements – 1 account has an approved financial arrangement and is staying 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 an increase from last month (\$1,914.84).

(8) Uncollectable Debt and Board Write-Off – None

11) Schedule Next Meeting:

The Board has scheduled a special meeting for Monday, October 28, 2024 at 6:00 pm for the purpose of opening competitive bids for the water and sewer projects. The next regularly scheduled meeting is set for Thursday, November 7, 2024 at 6:00 PM in the City Finance Office.

12) Adjourn:

At 7:10 PM, LaCompte motioned the meeting be adjourned. Schlosser seconded. Motion carried.



APPROVED: Tom Hermes
Tom Hermes, Board President

Karla Nordyke
Karla Nordyke, City Finance Officer

Recorded: October 9, 2024
Published: October 17, 2024
Published at an approximate cost of _____

CITY OF TIMBER LAKE

ACCOUNTS/CLAIMS PAYABLE: SEPTEMBER 2024

APPROVED: OCTOBER 7, 2024

GENERAL GOVERNMENT

SD Dept of Revenue	297.16	Already Paid: 09/16/24; EFT	Sales Tax Liability (August)
Intuit/Quickbooks	3,999.99	Already Paid: 09/25/24; EFT	3-1/2 year subscription with 24/7 support
US Treasury (Internal Revenue Service)	1,808.37	Already Paid: 09/25/24; EFT	Payroll Liabilities & Employer Payroll Taxes (September)
VISA	(333.70)	Already Paid: 09/25/24; Check #32783	Office Supplies: Microsoft; Adobe; Quickbooks Payroll Refund
SD Retirement System	709.60	Already Paid: 09/25/24; Check #32782	Employee Benefits: Retirement (Payroll Liabilities & Employer Match)
A&B Business Solutions	107.37		Printer Maintenance (September)
Century Link	223.60		Telephone & Fax Lines
CRST Telephone Authority	146.90		Internet
Dakota Image	100.00		Finance Officer: Annual Clothing Allowance
Dewey County Treasurer	5,000.00		Law Enforcement Services (October)
ELO Prof.	83.00		Cloud Fees (September)
Health Pool of SD	882.34		Employee Benefits: Health & Life Insurance
House of Glass	710.05		Ambulance Shed: Keypad Lock
Karla Nordyke	90.00		Cell Phone Reimbursement (3rd Quarter 2024)
Mid-American Research Chemical	3,050.57		Community Center: Floor Maintenance
Moreau Grand Electric Coop.	468.67		Electricity: Community Center, Fire Hall
Servall Uniform & Linen Supply	355.42		Mats & Mops & Linens
Penfield Law	300.00		Legal Services (September)
Plunkett's Pest Control	229.96		Community Center & Library: General Pest Control
SD Public Assurance Alliance	13,069.49		General Liability, Property Coverage, Fire Dept Coverage
Timber Lake Topic	397.59		Publishing (September)
	<u>31,696.38</u>		

STREETS/PARK/LANDFILL/SANITATION

US Treasury (Internal Revenue Service)	470.54	Already Paid: 09/25/24; EFT	Payroll Liabilities & Employer Payroll Taxes (September) -- 40%
SD Retirement System	242.30	Already Paid: 09/25/24; Check #32782	Employee Benefits: Retirement (Payroll Liabilities & Employer Match) 40%
VISA	178.85	Already Paid: 09/25/24; Check #32783	Computer for City Shop (40%)
Air Kraft Spraying	120.00		Spray Chemical: Weed Control
AT&T Mobility	38.20		iPad Connectivity (40%)
Automotive	46.01		Equipment Maintenance: Skid steer
Biegler Equipment	715.84		Supplies, Materials, Holiday Lights
Biegler's Timber Lake Service	98.31		Fuel (August) -- 40%
CRST Telephone Authority	40.76		Internet (City Shop) 40%
Dakota Image	120.00		Maintenance Manager: Annual Clothing Allowance (40%)
Health Pool of SD	352.94		Employee Benefits: Health & Life Insurance 40%
Heartland Waste Management	5,625.00		Garbage Collection (September)
Herman's Service	65.04		Fuel (September)
Jerimiah Garon	36.00		Cell Phone Reimbursement (3rd Quarter) -- 40%
Mid-American Research Chemical	198.00		General Supplies: Mosquito Repel
Moreau Grand Electric Coop.	1,244.06		Electricity: Airport, City Shop, Street Lights, Camper Site
SD Public Assurance Alliance	3,623.24		Liability, Auto & Property & Equipment Coverage
Western Dakota Bank	1,605.35		Loan Payment #46/60 (Blade): Principal (1,529.11) & Interest (76.24)
	<u>14,820.44</u>		

WATER/SEWER

US Treasury (Internal Revenue Service)

VISA	705.82	Already Paid: 09/25/24; EFT	Payroll Liabilities & Employer Payroll Taxes (September) -- 60%
SD Retirement System	365.70	Already Paid: 09/25/24; Check #32783	Computer for City Shop (60%); Fuel/Travel; Water Sample Shipping
AT&T Mobility	363.46	Already Paid: 09/25/24; Check #32782	Employee Benefits: Retirement (Payroll Liabilities & Employer Match) 60%
Biegler's Timber Lake Service	57.30		iPad Connectivity (60%)
CRST Telephone Authority	147.47		Fuel (August) -- 60%
Dakota Image	61.14		Internet (City Shop) 60%
Dakota Supply Group	180.00		Maintenance Manager: Annual Clothing Allowance (60%)
Hawkins, Inc.	102.56		Well-House Maintenance: Circuit Breaker
Health Pool of SD	3,994.94		Water Treatment Chemical, Peristaltic Pump
Herman's Service	529.40		Employee Benefits: Health & Life Insurance 60%
IMEG	97.57		Fuel (September)
Jerimiah Garon	15,000.00		Engineering Services: Water Project (to 09/15/24)
Jerimiah Garon	120.00		Perdiem Reimbursement: SDWWA Conference
Moreau Grand Electric Coop.	54.00		Cell Phone Reimbursement (3rd Quarter) -- 60%
ND Dept of Health	735.57		Electricity: Well Houses & Lift Stations
SD Public Assurance Alliance	25.00		Water Analysis
South Dakota 811	7,281.07		Liability, Equipment & Property Coverage
	22.40		Locate Fees
	<u>29,843.40</u>		
Grand Total	<u><u>76,360.22</u></u>		

