

TIMBER LAKE CITY BOARD
REGULAR MEETING
MAY 10, 2022
6:30 PM
CITY FINANCE OFFICE

- 1) Convene the 2022-2023 City Board of Trustees
 - A) Elected Officials: Oath of Office (4)
 - i) Hermes: Tom Hermes 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. (3-Year Term)
 - ii) Sandra Koenig: Sandra Koenig 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)
 - iii) Michael LaCompte: Michael LaCompte 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. (3-Year Term)
 - iv) Brent Biegler: Brent Biegler was not present. Oath is tabled to next meeting.
 - B) Election of Board President (SDCL 9-7-5)

LaCompte nominated Tom Hermes for the Board President position. Hermes accepted. Koenig seconded. Motion carried.
 - C) Election of Board Vice President
Koenig motioned Jess Schlosser for the Board Vice-President position. Schlosser accepted. LaCompte seconded. Motion carried.

- 2) Board President Tom Hermes called the 2022-2023 Board of Trustees meeting to order at 6:30 PM.
 - Board Present: Tom Hermes, Michael LaCompte, Sandra Koenig, and Jess Schlosser
 - Board Absent: Brent Biegler
 - Employees Present: Karla Nordyke and Jerimiah Garon
 - Guests/Others Present: Kathy Nelson 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:

Koenig motioned to approve the agenda with three additions to New Business: A) Building Permit (Ethan Aberle); B) Water Connection Permit (Ethan Aberle); and C) Sewer Connection Permit (Ethan Aberle). LaCompte seconded. Motion carried.

5) Public Forum and Visitors: None

6) Organization of 2022-2023 City Board of Trustees

A) Designate Official Signatories (SDCL 9-23-3)

The Board agreed the Board President, the Board Vice-President, and the Finance Officer should continue as the designated official signatories. Koenig motioned Tom Hermes (Board President), Jess Schlosser (Board Vice-President), and Karla Nordyke (Finance Officer) be designated as the official signatories (no change). LaCompte seconded. Motion carried.

B) Designate Official Financial Depository (SDCL 9-22-6)

Koenig motioned Western Dakota Bank – Timber Lake Branch be continued as the designated official financial depository. LaCompte seconded. Motion carried.

C) Designate Official Newspaper (SDCL 9-12-6)

Koenig motioned *Timber Lake Topic – Continuing the Isabel Dakotan* be continued as the designated official newspaper. LaCompte seconded. Motion carried.

D) Designate Official City Attorney

Koenig motioned Shane Penfield, Penfield Law Firm, PLLC, of Lemmon, South Dakota continue as the official city attorney. LaCompte seconded. Motion carried.

E) Designate Official Airport Manager

Koenig motioned Jake Kraft be continued as the designated airport manager. LaCompte seconded. Motion carried.

F) Designate Board of Equalization Representative

Hermes motioned Mike LaCompte be continued as Timber Lake's representation on the consolidated Dewey County Board of Equalization. LaCompte accepted the position. Koenig seconded. Motion carried.

G) Designate Official Single Audit Accountable Official and Liaison (OMB; COFAR)

Koenig motioned the Board President continue to serve this position; she nominated Tom Hermes. Hermes accepted. LaCompte seconded. Motion carried.

H) Approve Volunteers (Storm Watchers, Recreational, Miscellaneous)

The Board discussed and agreed to the continued approval of volunteers representing twelve (12) storm watch watchers (unnamed); four (4) recreation volunteers (unnamed), including coaches, referees, and Days of 1910 sponsored events; and six (6)

miscellaneous volunteers (unnamed), including volunteerism for City-sponsored events. Koenig motioned 12 storm water positions, 4 recreation volunteer positions, and 6 miscellaneous volunteer positions be approved for SDCML-Workers' Compensation coverage. LaCompte seconded. Motion carried.

l) Approve Volunteer Fire Department 2022-23 Roster

Koenig motioned to approve the Volunteer Fire Department 2022-2023 Roster presented by Fire Chief Grady Kraft for SDML-Workers' Compensation coverage of 24 volunteer fire fighters. LaCompte seconded. Motion carried.

7) NEW BUSINESS

A) Building Permit (Ethan Aberle)

The Board reviewed and discussed a New Construction & Improvements – Building Permit submitted by Ethan Aberle. Aberle applied to place a double-wide trailer on his property located at 611 7th Street on Block 31 Lots 1 and 2. Hermes motioned to approve the Building Permit contingent on receipt of and review of a property survey. Koenig seconded. Motion carried.

B) Water Connection Permit (Ethan Aberle)

The Board reviewed and discussed a Utility Connection Permit – Water submitted by Ethan Aberle. Aberle is applying to connect to the water main on his property located at 611 7th Street on Block 31 Lots 1 and 2. Koenig motioned to approve the Utility Connection Permit – Water. LaCompte seconded. Motion carried. A copy of the approved permit is on file in the City Finance Office, the Dewey County Equalization Office, and with the permittee.

C) Sewer Connection Permit (Ethan Aberle)

The Board reviewed and discussed a Utility Connection Permit – Sewer submitted by Ethan Aberle. Aberle is applying to connect to the sewer main on his property located at 611 7th Street on Block 31 Lots 1 and 2. Koenig motioned to approve the Utility Connection Permit – Sewer. LaCompte seconded. Motion carried. A copy of the approved permit is on file in the City Finance Office, the Dewey County Equalization Office, and with the permittee.

8) Department Reports

A) Custodial (Vacant)

- i) Vacant Position: Karla reported she has not received any applicants for the Community Center Custodial position. Discussion occurred. The Board directed Karla to advertise the position for another two (2) weeks.
- ii) Divider Replacement: The Board has agreed the folding divider panel between the meeting/dining room and gym needs replaced. The Board reviewed and discussed a

quote for a stage curtain at a cost of \$6,422 (not installed). The Board also considered a metal gate but decided that option is not the best replacement. The Board directed Karla to research vendors for a unit that will serve the Community Center's needs. Matter tabled to the next meeting.

iii) Community Center Use Request

(1) Dewey County 4-H Leaders: The Board reviewed a letter received from Denise Perryman and the Dewey County 4-H Leaders. They are asking to hold meetings in the Community Center and an alternative fee schedule. Discussion occurred. Koenig motioned to waive the rental fees for the Dewey County 4-H Leader and Club Activity meetings. LaCompte seconded. Motion carried.

(2) Timber Lake Cornhole League: The Board reviewed a letter received from the Timber Lake Cornhole League. They are asking to regularly schedule cornhole events at the Community Center at a reduced rate; they are not requesting a reduced rate for their tournaments. Discussion occurred. Koenig motioned the rental fee be reduced to \$30 for each Timber Lake Cornhole League event so long as they will reschedule their events when the Center is needed for other community activities. Schlosser seconded. Motion carried.

B) Maintenance (Jerimiah Garon)

i) Streets: Jerimiah reported he has been working on the streets. He has been placing gravel on streets where it is most needed.

ii) Water: Jerimiah reported the spring hydrant flushing went well. He also reported the chlorine levels are stable and the wells are all in good operating condition. The Board also reviewed the annual LUST Site Monitoring Report recently received from the Environmental Protection Agency. This Report is available in the City Finance Office for anyone interested.

iii) Sewer: Jerimiah reported he has installed a new basket at the Main Lift-Station and it has improved the efficiency and effectiveness at the lift-station. Jerimiah also discussed sewer main cleaning and televising with the Board. The Board reviewed and discussed a quote received from A-1 Sewer and Drain, Inc. They quote the cost of jet cleaning main sewer lines at \$0.60 per foot and cleaning with televising at a cost of \$2.50 per foot. Discussion occurred. The Board agreed it is important to get back into a regular rotation schedule where half the town is done each year. Schlosser motioned to schedule the sewer mains on the west-side be jet-cleaned this year at a cost of approximately \$4,920 (8,200 linear feet). Koenig seconded. Motion carried.

iv) Landfill: Jerimiah reported two loads of tires have been removed; approximately 18-ton and the salvager will be picking up one more load very soon. Jerimiah further

reported the incurred expense is less than \$10,000 and the tire pile is largely removed.

v) Park: Jerimiah reported the bathroom vaults will be vacuum cleaned very soon. The following matters were also discussed.

(1) Signage: The Board reviewed meeting minutes of July 8, 2020, which detailed intentions about a new sign at the City Park and maintenance plans for the park and park equipment. It was reiterated the KABOOM! grant representative had recommended a new City Park sign be erected but it is not required. Discussion agreed. The Board agreed signage is needed and it should identify the park name and recognition of contributing businesses and community effort. Karla agreed to have a list of contributing businesses and community efforts gathered by the next meeting; she will also receive quotes from sign-making vendors to be presented to the Board at the next meeting.

(2) Maintenance Reports (KABOOM! Grant Documentation): It was also reiterated the KABOOM! grant entity requires regular inspection and maintenance of the playground equipment. The minutes, of July 8, 2020, showed approval of the maintenance plan and reporting responsibility. Discussion occurred. The Board directed Jerimiah, as Maintenance Manager, be ultimately responsible for the inspection and maintenance documentation.

C) Law Enforcement Activity Report (Sheriff Assman)

The Board reviewed the Dewey County Sheriff's Office law enforcement report for the month of April (no report received for March). Sheriff Assman reports the following services provided to Timber Lake: total records of 40; total time of 121 hours; and total miles of 339. Activities involve calls for service, traffic stops, citizen contacts, business contacts, arrests, citations, and warnings.

D) Finance (Karla Nordyke)

Karla discussed the following matters with the Board.

i) Funding Applications – Update

(1) Water Infrastructure Project – The SD Department of Agriculture and Natural Resources (DANR) Board of Water and Natural Resources approved a \$551,000 Drinking Water State Resolving Fund Loan (30-year note at 1.875%) and a \$2,624,401 American Rescue Plan Act Grant. DANR essentially matched the City's local ARPA and provided an additional ARPA grant funding equivalent to 30% of the remaining project cost. The Governor's Office on Economic Assistance also approved the City's application for \$770,000 grant (Community Development Block Grant) funding. The water infrastructure project is fully funded.


- (2) Wastewater Infrastructure Project – The Governor’s Office on Economic Assistance is expected to release their decision regarding the City’s application for a second/additional \$770,000 funding request very soon. The DANR Board of Water and Natural Resources has scheduled to consider funding the City’s wastewater project at their next meeting, June 23, 2022.
 - (3) Next Steps – Karla also reported on the known next steps, which include contract agreements with IMEG Engineering, GOED, and DANR; set water rates given the loan surcharge; pass bond resolution; environmental studies; and final project approval. The target date for the final water project plan approval is December 2022 and to let bids in January 2023.
- 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 7 accounts were assessed a \$10.00 late payment charge and provided a disconnection warning.
 - (2) Disconnections – 2 service disconnection occurred.
 - (3) Due Process Notice(s) – 3 customers received a first notice. No customers received a second notice. No customers received a final notice.
 - (4) Financial Arrangements – 3 accounts have an approved financial arrangement. All customers are in compliance. It is noted the total balance owed in financial arrangements is about 48% of the grand total.
 - (5) Legal Action Status – 1 account remains referred to CRST Small Claims Court and 1 account remain referred to CRST Civil Claims Court (1 civil claims case has entered into a financial arrangement).
 - (6) Delinquent Account Status (61+ days past due) -- Overall, the delinquent account balance total shows a slight increase from last month (\$146.46); the grand total is now \$19,628.23 (down from \$24,550.12 a year ago).

9) Schedule Next Meeting:

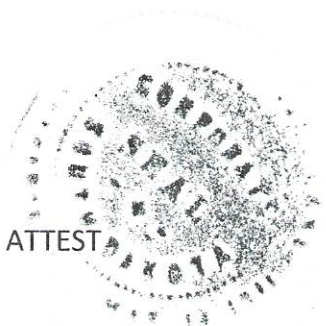
The next regularly scheduled meeting is set for Wednesday, June 8, 2022 at 6:00 PM.

10) Adjourn:

At 7:40 PM, Schlosser motioned the meeting be adjourned. Koenig seconded. Motion carried.

APPROVED:  _____
Tom Hermes, Board President

ATTEST



Karla Nordyke

Karla Nordyke, City Finance Officer

Recorded: May 13, 2022

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